



# 2023-24 Evaluation Timeline

	TASKS	DUE DATES
<b><u>GOAL SETTING FORMS</u></b>	<ul style="list-style-type: none"> <li>Complete SLO Template.</li> <li>Attach artifacts to evaluation form as needed.</li> <li>Teacher will provide input on the Individual Development Plan (IDP) [<i>required for first-year Lake Shore teachers and any rated less than effective on their most recent evaluation</i>].</li> </ul>	October 13, 2023
<b><u>TEACHER INFORMAL OBSERVATION</u></b>	<ul style="list-style-type: none"> <li>Evaluator will record observation feedback and send form to teacher for review.</li> <li>Teacher may complete the Post-Observation Teacher reflection form after receiving evaluator feedback and upload artifacts as needed.</li> </ul>	Observations are ongoing and are scheduled to be completed by May 24, 2024.
<b><u>FORMAL OBSERVATION</u></b>	<ul style="list-style-type: none"> <li>Evaluator will record observation feedback used to score Domains 2 &amp; 3.</li> <li>Teacher may complete the Post-Observation Teacher reflection after receiving evaluator feedback and upload artifacts as needed.</li> </ul>	Two (2) formal observations (one scheduled and one unscheduled) are required for first and second year Lake Shore teachers and staff rated less than effective on their most recent evaluation. Observations are scheduled to be completed by May 24, 2024.
<b><u>MID-YEAR PROGRESS REPORT</u></b>	<ul style="list-style-type: none"> <li>Evaluator will provide a report to all first-year Lake Shore teachers and any rated less than effective on their most recent evaluation.</li> <li>Teacher will review and provide input on mid-year progress report.</li> </ul>	February 3, 2024
<b><u>YEAR END FORMS AND EVIDENCE</u></b>	<ul style="list-style-type: none"> <li>Teachers report proficiency level on SLO and district goals.</li> <li>Attach artifacts to evaluation form that will be reviewed by your evaluator and used to score Domains 1 &amp; 4.</li> </ul>	May 24, 2024
<b><u>TEACHER YEAR-END SCORING</u></b>	<ul style="list-style-type: none"> <li>Evaluator will complete final evaluation scores on evaluation form.</li> <li>Evaluator will send evaluation form to teacher for review and signature.</li> </ul>	No later than June 12, 2024