



Educator Performance Evaluation System Timeline

Timeline	Educator Responsibilities	Evaluator Responsibilities
September		Review individual goals and feedback from 2021-22 meetings as well as applicable data to provide direction to staff members as they develop PDSA goals. Consider individual staff meetings to discuss goals.
September/ October	Discuss gaps in learning, based on available data, that require consistent focus for growth throughout the year. Staff should begin implementing formative assessments to establish growth data for students. Staff should be mindful of both academic and SEB growth on the part of students.	Consider departmental/grade level meetings to discuss goals. Consider attending PLCs to support staff in identifying goals.
September 30	Begin the first PDSA cycle , identify growth areas and gaps to establish student growth goals. Provide a link to the PDSA document in My Learning Plan Professional Goal Setting Plan.	Provide opportunity for collaboration for teams to establish and review growth goals as a part of the PDSA process.
October 31	Administer survey and complete the Survey Growth Plan in My Learning Plan. This document can assist in developing your survey.	Complete review of all staff PDSA work completed to this point.
October 31	Continue the PDSA process with attention to student growth and the practices that contribute to student growth.	Provide opportunity for collaboration for teams to establish and review growth goals as a part of the PDSA process.
December 23	Continue the PDSA process with attention to student growth and the practices that contribute to student growth.	Provide opportunity for collaboration for teams to establish and review growth goals as a part of the PDSA process.
January 6 (secondary only)	Complete the second student/client survey and the Survey Analysis in My Learning Plan for first semester students. This document can assist in developing your survey.	
January 6		Review PDSA for each staff member and provide feedback to staff members.
January 27	Continue the PDSA process with attention to student growth and the practices that contribute to student growth.	Provide opportunity for collaboration for teams to establish and review growth goals as a part of the PDSA process.
February 20 (elementary only)	Complete the second student/client survey and the Survey Analysis in My Learning Plan. This document can assist in developing your survey.	

Date: August 19, 2022

Timeline	Educator Responsibilities	Evaluator Responsibilities
February 20 (secondary only)	Administer survey and complete the Survey Growth Plan in My Learning Plan for second semester students. This document can assist in developing your survey.	Complete review of all staff PDSA work completed to this point.
March 3	Continue the PDSA process with attention to student growth and the practices that contribute to student growth.	Provide opportunity for collaboration for teams to establish and review growth goals as a part of the PDSA process.
April 10	Continue the PDSA process with attention to student growth and the practices that contribute to student growth.	Provide opportunity for collaboration for teams to establish and review growth goals as a part of the PDSA process.
by April 17	Complete documentation log of artifacts and reflections	Begin meetings with each staff member in order to process goals and outcomes included in documentation log and or observations this year.
April 18	Complete the fifth PDSA cycle, identify growth areas and gaps to establish baseline data for subsequent PDSA cycle.	Provide opportunity for collaboration for teams to review PDSA data and establish guidelines for subsequent PDSA cycle.
May 26	Collaboratively review PDSA data and complete the Professional Goal Setting Review form in My Learning Plan. Self-score SLO/PDSA process	Score SLO/PDSA process in My Learning Plan.

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