

CERTIFICATED EVALUATION TIMELINES

2010-2011 SCHOOL YEAR

For SDEA Unit Members Working 179 Days on the Traditional or Year-Round Calendar

STEPS IN CERTIFICATED EVALUATION PROCESS	TRADITIONAL CALENDAR	YEAR-ROUND CALENDAR
Staff Meeting (1 st 4 weeks of pupil attendance)	September 7, 2010 - October 1, 2010	September 7, 2010 - October 1, 2010
Objectives/Assessment Discussion Conference (35 calendar days after school starts)	October 12, 2010	October 12, 2010
Employee Turns In Objectives To Supervisor (10 work days after conference)	October 26, 2010	October 26, 2010
Supervisor Review of Objectives (Must approve or disapprove within 10 work days)	November 9, 2010	November 9, 2010
Last Day Progress Check/ Remediation Plan For Probationary 2 (50 work days before summary evaluation report)	November 17, 2010	November 2, 2010
Last Day Progress Check/ Remediation Plan For Probationary 1 & Permanent (50 work days before summary evaluation report)	February 9, 2011	February 2, 2011
Summary Evaluation Draft For Probationary 2 Discussion, meeting, Then final copy (3 rd Friday of February) Due no later than	February 18, 2011	
Summary Evaluation Draft For Probationary 1, Permanent, Leave Replacement, Restricted Discussion, meeting, then final copy (Last work day in April for traditional) Due no later than	April 29, 2011	May 13, 2011
Evaluation Due to Employee Not later than 30 calendar days prior to the last day of school	May 13, 2011	June 21, 2011
<p>Earlier timelines are established for evaluation of certificated unit members whose performance has been evaluated as “requires improvement” or “unsatisfactory” during the previous school year (see Collective Bargaining Agreement).</p> <p>Timelines may vary for unit members working an individual calendar.</p>		