

## Timeline for Performance Evaluation Process

### ***Probationary Teacher Definition***

Probationary teachers are those teachers in their first three years of employment in the Colton School District. They are evaluated twice each year while in probationary status.

### ***Contract Teacher Definition***

Teachers who have worked in CSD for more than three years. They are evaluated every two years. On the year of their evaluation, they are called "On-Cycle" Contract Teachers.

Month	Probationary Teachers	On-Cycle Contract Teachers	Off-cycle Contract Teachers
	<p>Evaluated Every Year for three years</p> <p>Two Evaluations Cycles per year (Mid-year and Summative) based upon minimum of one formal observations and five mini informal observations (and other relevant information developed by CSD).</p>	<p>One evaluation cycle (Summative) is done at a minimum once every other year (but may be done annually). The observation cycle will have at least one formal observations and five mini informal observations.</p>	<p>(Five mini informal observations)</p>
August	<ul style="list-style-type: none"> <li>Review Job description</li> <li>Teacher Self-Reflection</li> </ul>	<ul style="list-style-type: none"> <li>Review Job description</li> <li>Teacher Self-Reflection</li> </ul>	<ul style="list-style-type: none"> <li>Review Job description</li> <li>Teacher Self-Reflection</li> </ul>
October	<ul style="list-style-type: none"> <li>Teacher Self-Reflection/Assessment Due October 29<sup>th</sup></li> <li>Pre-Observation Conference for Mini Informal Observations by October 29<sup>h</sup></li> <li>Informal visits and formal observations begin</li> </ul>	<ul style="list-style-type: none"> <li>Teacher Self-Reflection/Assessment Due October 29<sup>th</sup></li> <li>Pre-Observation Conference for Mini Informal Observations by October 29<sup>th</sup></li> <li>Informal visits and formal observations begin</li> </ul>	<ul style="list-style-type: none"> <li>Teacher Self-Reflection/Assessment Due October 29<sup>th</sup></li> <li>Pre-Observation Conference for Mini Informal Observations by October 29<sup>th</sup></li> <li>Informal Visits Begin</li> </ul>
October	<ul style="list-style-type: none"> <li>Informal visits and formal observations</li> <li>CSD Professional Growth Plans – Fall Goal Setting (SLGGs) Due October 29<sup>th</sup></li> </ul>	<ul style="list-style-type: none"> <li>Informal visits and formal observations</li> <li>CSD Professional Growth Plans – Fall Goal Setting (SLGGs) Due October 29<sup>h</sup></li> </ul>	<ul style="list-style-type: none"> <li>Informal visits</li> <li>CSD Professional Growth Plans – Fall Goal Setting (SLGGs) Due October 29<sup>th</sup></li> </ul>
November	<ul style="list-style-type: none"> <li>Informal visits and formal observations</li> <li>Two mini informal observations done by November 21<sup>st</sup>)</li> </ul>	<ul style="list-style-type: none"> <li>Informal visits and formal observations</li> <li>Two mini informal observations done by November 21<sup>st</sup></li> </ul>	<ul style="list-style-type: none"> <li>Informal visits</li> <li>two mini informal observations by November 21<sup>st</sup></li> </ul>

December	<ul style="list-style-type: none"> <li>• Informal visits and formal observations</li> </ul>	<ul style="list-style-type: none"> <li>• Informal visits and formal observations</li> </ul>	<ul style="list-style-type: none"> <li>• Informal visits</li> </ul>
January	<ul style="list-style-type: none"> <li>• Formal Observation due by January 10<sup>th</sup>.</li> <li>• Mid-year Evaluation Due January 10<sup>th</sup></li> </ul> <p>*Danielson Framework Domain 1 &amp; 2</p>	<ul style="list-style-type: none"> <li>• Informal visits and formal observations</li> <li>• Three Mini Informal Observation by January 30<sup>st</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Informal visits</li> </ul>
February	<ul style="list-style-type: none"> <li>• Mid-year review of PGP – SLGGs Due February 13<sup>th</sup></li> <li>• Three Mini Observations by February 28<sup>th</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Mid-year review of PGP – SLGGs Due February 13<sup>th</sup></li> <li>• Formal observation due by February 28<sup>th</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Mid-year review of PGP – SLGGs Due February 13<sup>th</sup></li> <li>• Three Mini Observations by February 28<sup>th</sup></li> </ul>
March	<ul style="list-style-type: none"> <li>• Informal visits and formal observations</li> <li>• March 2<sup>nd</sup> – Recommendations renewal / non-renewal due to Superintendent.</li> <li>• March 15<sup>th</sup> Notice of renewal / non-renewal by School Board.</li> </ul>	<ul style="list-style-type: none"> <li>• Informal visits and formal observations</li> <li>• March 2<sup>nd</sup> – Recommendations renewal / non-renewal due to Superintendent.</li> <li>• March 15<sup>th</sup> Notice of renewal / non-renewal by School Board.</li> </ul>	<ul style="list-style-type: none"> <li>• Informal visits</li> <li>• March 2<sup>nd</sup> Recommendations renewal / non-renewal due to Superintendent.</li> <li>• March 15<sup>th</sup> Notice of renewal / non-renewal by School Board.</li> </ul>
April	<ul style="list-style-type: none"> <li>• Informal visits and formal observations</li> <li>• Five Mini Observations by April 30<sup>th</sup></li> <li>• Post-Observation Conference for Mini Observations by April 30<sup>th</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Informal visits and formal observations</li> <li>• Five Mini Observations by April 30<sup>th</sup></li> <li>• Post-Observation Conference for Mini Observations by April 30<sup>th</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Informal visits</li> </ul>
May	<ul style="list-style-type: none"> <li>• Summative Evaluation Due by May 29<sup>th</sup></li> </ul> <p>*Danielson Framework Domain 3 &amp; 4.</p> <ul style="list-style-type: none"> <li>• PGP – SLGGs Summative Report Due May 29<sup>th</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Summative Evaluation Due by May 29<sup>th</sup></li> <li>• PGP – SLGGs Summative Report Due May 29<sup>th</sup></li> </ul>	<ul style="list-style-type: none"> <li>• PGP – SLGGs Summative Report Due by May 29<sup>th</sup></li> <li>• Five Mini Observations by May 29<sup>th</sup></li> <li>• Post-Observation Conference for Mini Observations by May 29<sup>th</sup></li> </ul>
June	All paperwork uploaded into TalentEd and finalized by June 16 <sup>th</sup> .	All paperwork uploaded into TalentEd and finalized by June 16 <sup>th</sup> .	All paperwork uploaded into TalentEd and finalized by June 16 <sup>th</sup> .