

Central Consolidated Schools

Evaluation Deadlines, SY 2025-2026

Link to Canvas: <https://nmped.instructure.com/login/canvas>

Principal (Evaluated by Assistant Superintendent)

What Needs to Be Done?	When is it Due?
Elevate NM Calibration Validation - Upload Badge	Due August 1 in Canvas
BOY Self Reflection	Due August 6 to in Canvas
BOY Professional Development Plan (PDP)	Due October 3 in Canvas
Professional Practice Observation #1	Due November 7 in Canvas (supervisor completes)
Mid-year PDP Reflection	Due December 18 in Canvas
MOY Progress Check	Due January 28 in Canvas (supervisor completes)
Professional Practice Observation #2	Due April 3 in Canvas (supervisor completes)
Non-Renewal	Due April 25 to HR (supervisor completes)
EOY Self-Reflection	Due April 27 in Canvas
EOY PDP Reflection	Due May 8 in Canvas
EOY Performance Assessment with one-on-one feedback with Asst. Superintendent	Due May 15 in Canvas (supervisor completes)
Printed Copy of Canvas report for all teachers	Due May 24 to HR (supervisor completes)
	Package should be in the following order: <ul style="list-style-type: none"> Evaluation Packet Cover Page Signed Summative Report

Assistant Principal (Evaluated by Principal)

What Needs to Be Done?	When is it Due?
Elevate NM Calibration Validation - Upload Badge	Due August 1 in Canvas
BOY Self Reflection	Due August 6 to in Canvas
BOY Professional Development Plan (PDP)	Due October 3 in Canvas
Professional Practice Observation #1	Due November 7 in Canvas (supervisor completes)
Mid-year PDP Reflection	Due December 18 in Canvas
MOY Progress Check	Due January 28 in Canvas (supervisor completes)
Professional Practice Observation #2	Due April 3 in Canvas (supervisor completes)
Non-Renewal	Due April 25 to HR (supervisor completes)
EOY Self-Reflection	Due April 27 in Canvas
EOY PDP Reflection	Due May 8 in Canvas
EOY Performance Assessment with one-on-one feedback with Asst. Superintendent	Due May 15 in Canvas (supervisor completes)
Printed Copy of Canvas report for all teachers	Due May 24 to HR (supervisor completes)
	Package should be in the following order: <ul style="list-style-type: none"> Evaluation Packet Cover Page Signed Summative Report

Certified Teaching Staff

What Needs to Be Done?	When is it Due?
BOY Self Reflection	Due September 12 in Canvas
1st Walkthrough with one-to-one feedback with Principal	Due September 27 in Canvas (supervisor completes)
BOY PDP Plan (3 goals aligned to school site 90-day plan) With one-on-one feedback with Principal	Due October 3 in Canvas
Fall Observation (Domains 2 & 3) All Level 1 teachers and teachers on growth plans will need two observations despite hiring date. Level 2 and 3 teachers only need one. With one-on-one feedback with Principal	Due December 12 in Canvas (supervisor completes)
Post-Observation Reflection	Due December 19 in Canvas
2nd Walkthrough with one-to-one feedback with Principal	Due January 23 in Canvas (supervisor completes)
Domain 1 Lesson Plan upload	Due February 7 in Canvas
Domain 1 (Score and Feedback)	Due February 20 in Canvas (supervisor completes)
Spring Observation (Domains 2 & 3) With one-on-one feedback with Principal	Due March 13 in Canvas (supervisor completes)

Post-Observation Reflection	Due March 27 in Canvas
Non-Renewal	Due April 25 to HR (supervisor completes)
Domain 4 Artifacts Uploaded; EOY Reflection on PDP	Due April 17 in Canvas
Domain 4 (Score and Feedback)	Due April 24 in Canvas (supervisor completes)
EOY Self-Reflection	Due April 27 in Canvas
EOY PDP Reflection	Due May 8 in Canvas
Complete Evaluation Packet	Due May 24 to HR (supervisor completes)
	Package should be in the following order: <ul style="list-style-type: none"> • Evaluation Packet Cover Page • Signed "Grades" Summative Report

Certified, Non-Teaching Staff (Counselor, Nurse, Instructional Support Provider, Coach, District-Level Certified Staff)

What Needs to Be Done?	When is it Due?
PDP (use District form) With one-on-one feedback with Supervisor	Due October 10 or 2 weeks after day of hire Keep in school file
Mid Year Reflection With one-on-one feedback with Supervisor	Due January 23
Annual Evaluation With one-on-one feedback with Supervisor	Due April 24 (Use evaluation form specific to the respective job description) (supervisor completes)
Non-Renewal	Due April 24 to HR (supervisor completes)
Complete Evaluation Packet: PDP, PDP Reflection, Annual Evaluation specific to position	Due May 24 to HR (supervisor completes)
	Package should be in the following order: <ul style="list-style-type: none"> • Evaluation Packet Cover Page • Signed PDP & PDP Reflection • Signed Annual Evaluation form

Non-Certified Staff (Office Staff, Health Aide, Educational Aide, Custodians, Maint/Operations, Cooks)

What Needs to Be Done?	When is it Due?
PDP (use District form) With one-on-one feedback with Supervisor	Due October 10 or 2 weeks after day of hire Keep in school file
Mid Year PDP Reflection With one-on-one feedback with Supervisor	Due January 23
Annual Evaluation With one-on-one feedback with Supervisor	Due April 24 (Use evaluation form specific to the respective job description) (supervisor completes)
Non-Renewal	Due April 24 to HR (supervisor completes)
Complete Evaluation Packet: PDP, PDP Reflection, Annual Evaluation specific to position	Due May 24 to HR (supervisor completes)
	Package should be in the following order: <ul style="list-style-type: none"> • Evaluation Packet Cover Page • Signed PDP & PDP Reflection • Signed Annual Evaluation form

NOTE:

- District supervisor will evaluate Cooks
- Special Education ancillary staff (SLP's, OT's, PT's, etc...) and contract employees will be evaluated by District SES staff
- Custodians will be evaluated by principal

Submit ALL evaluation documents to HR on or before the due date.

All evaluation documents are available on the district website under the [Human Resources>Evaluations tab](#).

Non-Renewal Forms:

These forms will be sent to Tanya Amrine amrit@centralschools.org

Evaluation Packets

Evaluation Packets will be submitted to HR in the following order:

1. Evaluation Packet Cover Page (**Employee and supervisor will no longer be required to sign the renewal form**)
2. Signed PDP/CDP
3. Signed Reflection
4. Signed Evaluation

****Packets must be scanned and emailed to HR (benatw@centralschools.org)**

Email the Evaluation Packet to HR

5. Scan together, **by employee**, all evaluation documents. All documents for an employee must be grouped together.
6. Label the attachment by employee's name.
7. Submit all Evaluation Packets as email attachments.
8. Use **"EVALUATION PACKETS (SCHOOL/LOCATION)"** as the email subject line.

****Paper evaluation forms will NOT be accepted.**