

Central Consolidated Schools Evaluation Deadlines, SY 2021-2022

Principal (Evaluated by Assistant Superintendent)

What Needs to Be Done?	When is it Due?
Self-Assessment	Due October 8 to Asst. Superintendent
PDP Plan (3 goals aligned to Principles, GP, MLSS)	Due October 1 to Asst. Superintendent/Feedback Meeting Completed by October 15.
Mid-Year Reflection With one-on-one feedback with Asst. Superintendent	Due January 5 to Asst. Superintendent/Feedback Meeting Completed by January 15.
Non-Renewal/Renewal forms	Due April 27 to HR
End of Year Reflection With one-on-one feedback with Asst. Superintendent	Due May 5 to Asst. Superintendent/Feedback Meeting Completed by May 14.
Domains With one-on-one feedback with Asst. Superintendent	Due May 14 to Asst. Superintendent
Complete Packet: HOUSSE Forms A, B, C, D, and Summative Report	Due May 25 to HR Package should be in the following order: <ul style="list-style-type: none"> ● Signed Summative Report

Assistant Principal (Evaluated by Principal)

What Needs to Be Done?	When is it Due?
Self-Assessment	Due October 8 to Principal
PDP Plan (3 goals aligned to Principles, GP, MLSS)	Due October 1 to Principal/Feedback Meeting Completed by October 15
Mid-Year Reflection With one-on-one feedback with Principal	Due January 5 to Principal/Feedback Meeting Completed by January 15
Non-Renewal/Renewal forms	Due April 27 to HR
End of Year Reflection With one-on-one feedback with Principal	Due May 5 to Principal/Feedback Meeting Completed by May 14
Domains With one-on-one feedback with Principal	Due May 14 to Principal
Complete Packet: HOUSSE Forms A, B, C, D, and Summative Report	Due May 25 to HR Package should be in the following order: <ul style="list-style-type: none"> ● Signed Summative Report

Certified Teaching Staff

What Needs to Be Done?	When is it Due?
1st Walkthrough with one-to-one feedback with Principal	Due September 17 in Elevate
Self Reflection	Due October 1 in Elevate
PDP Plan (3 goals aligned to school site 90-day plan) With one-on-one feedback with Principal	Due October 1 in Elevate
Fall Observation (Domains 2 & 3) All staff must receive two observations despite hiring date. With one-on-one feedback with Principal	Due December 17 in Elevate
Post-Observation Reflection	Due December 20 in Elevate
2nd Walkthrough with one-to-one feedback with Principal	Due January 28 in Elevate
Domain 1 Lesson Plan upload	Due February 11 in Elevate
Domain 1 (Score and Feedback)	Due February 25 by Principal
Spring Observation (Domains 2 & 3) With one-on-one feedback with Principal	Due March 25 in Elevate
Post-Observation Reflection	Due March 28 in Elevate
Non-Renewal/Renewal forms	Due April 9 to HR
Domain 4 Artifacts Uploaded; EOY Reflection on PDP	Due April 22 in Elevate
Complete Packet: PDP, PDP Reflection, Signed Elevate-Evaluator End of the Year Reflection	Due May 9 to HR Package should be in the following order: <ul style="list-style-type: none"> ● Signed PDP Reflection ● Frontline – Signed “Evaluators End of Year Reflection”

Certified, Non-Teaching Staff (Counselor, Nurse, Instructional Support Provider, Coach, Dean of Students, 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 15 or 2 weeks after day of hire Keep in school file
End of Year Reflection With one-on-one feedback with Supervisor	Due March 19
Annual Evaluation With one-on-one feedback with Supervisor	Due March 19 (Use evaluation form specific to the respective job description)
Non-Renewal/Renewal forms	Due April 9 to HR

Complete Packet: PDP, PDP Reflection, Annual Evaluation specific to position	Due May 9 to HR Package should be in the following order: <ul style="list-style-type: none"> • Signed Renewal Recommendation • Signed PDP • Signed PDP Reflection • Signed Annual Evaluation form (there is a different one for each position)
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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 15 or 2 weeks after day of hire Keep in school file
End of Year PDP Reflection With one-on-one feedback with Supervisor	Due March 19
Annual Evaluation With one-on-one feedback with Supervisor	Due March 19 (Use evaluation form specific to the respective job description)
Non-Renewal/Renewal forms	Due April 9 to HR
Complete Packet: PDP, PDP Reflection, Annual Evaluation specific to position	Due to HR May 9 Package should be in the following order: <ul style="list-style-type: none"> • Signed PDP • Signed PDP Reflection • Signed Annual Evaluation form (there is a different one for each position)

NOTE:

- Housse forms A, B, C, D can be found on State website under NMTEACH Toolbox
- District supervisor will evaluate Cooks
- Special Education ancillary staff (SLP's, OT's, PT's, etc...) and contract employees will be evaluated by District EPO supervisor
- Custodians will be evaluated jointly between principal and district supervisor

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

Renewal/Non-Renewal Forms:

- Forms must be scanned and emailed to HR (amrit@centralschools.org & benatw@centralschools.org).
- Scan together, **by school/location**, all Renewal and Non-Renewal documents.
- Label the attachment by school/location.
- Submit all Renewal and Non-Renewal documents as one email attachment.
- Use **"RENEWAL/NON-RENEWAL (SCHOOL/LOCATION)"** as email subject line.

Evaluation Packets:

- Packets must be scanned and emailed to HR (amrit@centralschools.org & benatw@centralschools.org).
- Scan together, **by employee**, all evaluation documents. All documents for an employee must be grouped together.
- Label the attachment by employee's name.
- Submit all Evaluation Packets as email attachments.
- Use **"EVALUATION PACKETS (SCHOOL/LOCATION)"** as email subject line.

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