

Central Consolidated Schools

Evaluation Deadlines, SY 2024-2025

Principal (Evaluated by Assistant Superintendent)

What Needs to Be Done?	When is it Due?
Self Evaluation and Reflection	Due August 30 to Asst. Superintendent/Feedback Meeting Completed by September 15
Professional Development Plan (PDP)	Due September 13 to Asst. Superintendent
Mid-year PDP Reflection With one-on-one feedback with Asst. Superintendent	Due January 10 to Asst. Superintendent/Feedback Meeting Completed by January 24.
Non-Renewal	Due April 25 to HR
End-of-Year Progress Assessment and summative feedback, planning for the next school year With one-on-one feedback with Asst. Superintendent	Due May 2 to Asst. Superintendent/Feedback Meeting Completed by May 16.
Printed Copy of Canvas report for all teachers	Due May 24 to HR 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?
Self-Assessment and Reflection	Due August 30 to Principal/Feedback Meeting Completed by September 15
Professional Development Plan (PDP)	Due September 13 to Principal
Mid-Year Reflection With one-on-one feedback with Principal	Due January 10 to Principal/Feedback Meeting Completed by January 24
Non-Renewal	Due April 25 to HR
End-of-Year Progress Assessment and summative feedback, planning for the next school year With one-on-one feedback with Principal	Due May 2 to Principal/Feedback Meeting Completed by May 16
Printed Copy of Canvas report for all teachers	Due May 24 to HR 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?
1st Walkthrough with one-to-one feedback with Principal	Due September 27 in Elevate
Self Reflection	Due September 13 in Elevate
PDP Plan (3 goals aligned to school site 90-day plan) With one-on-one feedback with Principal	Due October 4 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 13 in Elevate
Post-Observation Reflection	Due December 13 in Elevate
2nd Walkthrough with one-to-one feedback with Principal	Due January 24 in Elevate
Domain 1 Lesson Plan upload	Due February 7 in Elevate
Domain 1 (Score and Feedback)	Due February 21 by Principal
Spring Observation (Domains 2 & 3) With one-on-one feedback with Principal	Due March 14 in Elevate
Post-Observation Reflection	Due March 28 in Elevate
Non-Renewal	Due April 4 to HR
Domain 4 Artifacts Uploaded; EOY Reflection on PDP	Due April 17 in Elevate
Complete Evaluation Packet	Due May 9 to HR 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 11 or 2 weeks after day of hire Keep in school file
Mid Year Reflection With one-on-one feedback with Supervisor	Due January 24

Annual Evaluation With one-on-one feedback with Supervisor	Due April 25 (Use evaluation form specific to the respective job description)
Non-Renewal	Due April 4 to HR
Complete Evaluation 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"> • 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 11 or 2 weeks after day of hire Keep in school file
Mld Year PDP Reflection With one-on-one feedback with Supervisor	Due January 24
Annual Evaluation With one-on-one feedback with Supervisor	Due April 25 (Use evaluation form specific to the respective job description)
Non-Renewal	Due April 4 to HR
Complete Evaluation 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"> • 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>Staff 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 Grade Summative Report
 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.