

Central Consolidated Schools
Evaluation Deadlines, SY 2022-2023

Principal (Evaluated by Assistant Superintendent)

What Needs to Be Done?	When is it Due?
CDP Plan (1 goal aligned to the 7 competencies)	Due August 26 to Asst. Superintendent/Feedback Meeting Completed by September 16.
Mid-Year CDP Reflection With one-on-one feedback with Asst. Superintendent	Due January 6 to Asst. Superintendent/Feedback Meeting Completed by January 20.
Non-Renewal	Due April 28 to HR
End of Year CDP Reflection With one-on-one feedback with Asst. Superintendent	Due May 6 to Asst. Superintendent/Feedback Meeting Completed by May 14.
Domains With one-on-one feedback with Asst. Superintendent	Due May 12 to Asst. Superintendent
Complete Packet: HOUSSE Forms A, B, C, D, and Summative Report	Due May 26 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	Due September 16 to Principal
PDP Plan (3 goals aligned to Principles, GP, MLSS)	Due October 7 to Principal/Feedback Meeting Completed by October 21
Mid-Year Reflection With one-on-one feedback with Principal	Due January 6 to Principal/Feedback Meeting Completed by January 20
Non-Renewal	Due April 28 to HR
End of Year Reflection With one-on-one feedback with Principal	Due May 6 to Principal/Feedback Meeting Completed by May 14
Domains With one-on-one feedback with Principal	Due May 12 to Principal
Complete Packet: HOUSSE Forms A, B, C, D, and Summative Report	Due May 26 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 30 in Elevate
Self Reflection	Due September 16 in Elevate
PDP Plan (3 goals aligned to school site 90-day plan) With one-on-one feedback with Principal	Due October 7 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 16 in Elevate
Post-Observation Reflection	Due December 21 in Elevate
2nd Walkthrough with one-to-one feedback with Principal	Due January 27 in Elevate
Domain 1 Lesson Plan upload	Due February 10 in Elevate
Domain 1 (Score and Feedback)	Due February 24 by Principal
Spring Observation (Domains 2 & 3) With one-on-one feedback with Principal	Due March 24 in Elevate
Post-Observation Reflection	Due March 29 in Elevate
Non-Renewal	Due April 7 to HR
Domain 4 Artifacts Uploaded; EOY Reflection on PDP	Due April 21 in Elevate
Complete Packet: PDP, PDP Reflection, Signed Elevate-Evaluator End of the Year Reflection	Due May 10 to HR Package should be in the following order: <ul style="list-style-type: none"> • Evaluation Packet Cover Page • 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 12 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	Due April 7 to HR
Complete Packet: PDP, PDP Reflection, Annual Evaluation specific to position	Due May 10 to HR Package should be in the following order: <ul style="list-style-type: none"> ● Evaluation Packet Cover Page ● Signed Renewal Recommendation ● Signed PDP ● Signed PDP Reflection ● Signed Annual Evaluation form (there is a different one for each position)

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 12 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	Due April 7 to HR
Complete Packet: PDP, PDP Reflection, Annual Evaluation specific to position	Due to HR May 10 Package should be in the following order: <ul style="list-style-type: none"> ● Evaluation Packet Cover Page ● 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.

Non-Renewal Forms:

These forms will be sent to Tanya Amrine amrit@centralschools.org and Margaret Trocheck trocm@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 (geors@centralschools.org & 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.**