

Central Consolidated Schools
Evaluation Deadlines, SY 2023-2024

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 28 to Asst. Superintendent/Feedback Meeting Completed by September 15
Mid-Year CDP Reflection With one-on-one feedback with Asst. Superintendent	Due January 5 to Asst. Superintendent/Feedback Meeting Completed by January 19.
Non-Renewal	Due April 26 to HR
End of Year CDP Reflection With one-on-one feedback with Asst. Superintendent	Due May 3 to Asst. Superintendent/Feedback Meeting Completed by May 17.
Domains With one-on-one feedback with Asst. Superintendent	Due May 10 to Asst. Superintendent
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	Due September 15 to Principal
PDP Plan (3 goals aligned to Principles, GP, MLSS)	Due October 6 to Principal/Feedback Meeting Completed by October 21
Mid-Year Reflection With one-on-one feedback with Principal	Due January 5 to Principal/Feedback Meeting Completed by January 20
Non-Renewal	Due April 26 to HR
End of Year Reflection With one-on-one feedback with Principal	Due May 3 to Principal/Feedback Meeting Completed by May 14
Domains With one-on-one feedback with Principal	Due May 10 to Principal
Complete Packet: HOUSSE Forms A, B, C, D, and Summative Report	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 29 in Elevate
Self Reflection	Due September 15 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 15 in Elevate
Post-Observation Reflection	Due December 15 in Elevate
2nd Walkthrough with one-to-one feedback with Principal	Due January 26 in Elevate
Domain 1 Lesson Plan upload	Due February 9 in Elevate
Domain 1 (Score and Feedback)	Due February 23 by Principal
Spring Observation (Domains 2 & 3) With one-on-one feedback with Principal	Due March 22 in Elevate
Post-Observation Reflection	Due March 28 in Elevate
Non-Renewal	Due April 5 to HR
Domain 4 Artifacts Uploaded; EOY Reflection on PDP	Due April 19 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 13 or 2 weeks after day of hire Keep in school file
End of Year Reflection With one-on-one feedback with Supervisor	Due March 22
Annual Evaluation With one-on-one feedback with Supervisor	Due March 22 (Use evaluation form specific to the respective job description)
Non-Renewal	Due April 5 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 13 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 22
Annual Evaluation With one-on-one feedback with Supervisor	Due March 22 (Use evaluation form specific to the respective job description)
Non-Renewal	Due April 5 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.

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 and Carol Gonzales gonzc@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 (berlinda.barber@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.**