



Administrative Evaluation Timeline 2012-13

Responsibility	Due Date
Fall planning pre-meeting - administrator & supervisor <input type="checkbox"/> Reflection on 2011-12 Summative Evaluation Next Steps if applicable <input type="checkbox"/> Conversation about goals for this year <input type="checkbox"/> Prioritize three areas for goals - can be three separate standards or may include two elements of one standard.	Aug 15 th to Sept 14 th
Goals due <input type="checkbox"/> This goal is designed to meet (CPSEL Standard / District Goal) <input type="checkbox"/> Goal <input type="checkbox"/> Means of achievement	September 14 th
Fall planning completed <input type="checkbox"/> Supervisor adds comments & returns to administrator <input type="checkbox"/> May have follow-up meeting if appropriate	September 28 th
Mid year check in <input type="checkbox"/> Formal conversation reviewing goals <input type="checkbox"/> Phone or formal meeting by request of either party	Jan 15 th to Feb 15 th
Spring self-assessment and meeting <input type="checkbox"/> Written Spring assessment <input type="checkbox"/> Written evidence of accomplishment <input type="checkbox"/> Formal conversation	May 1 st to May 31 st
Supervisor evaluation <input type="checkbox"/> Complete supervisor evaluation <input type="checkbox"/> Supervisor & administrator review accomplishments <input type="checkbox"/> Consider goals for next year (pre-meeting)	June 3 rd to June 28 th