

## 2024-2025 PERSONNEL EVALUATION CALENDAR

**GOAL:** To provide feedback to staff on their performance and to provide information related to identification of staff development needs.

**OBJECTIVES:**

1. To maintain effective staff performance through a systematic effort.
2. To increase effective staff performance through a systematic effort.
3. To decrease ineffective staff performance through a systematic effort.
4. To identify staff development needs through a systematic effort.

Target Population	Due Date	
<b>NON-TENURED CERTIFICATED TEACHER &amp; STAFF</b>		
	Evaluation #1	10/18/2024
	Evaluation #2	12/11/2024
	Evaluation #3	1/29/2025
<b>TENURED CERTIFICATED TEACHER</b>		
	Evaluation #1	11/6/2024
	Evaluation #2	2/13/2025
<b>TENURED CERTIFICATED STAFF</b>		
	Evaluation #1	2/25/2025
<b>NON-CERTIFICATED STAFF</b>		
	Evaluation #1	3/27/2025
<b>PART-TIME HOURLY STAFF</b>		
	Evaluation #1	3/27/2025
<b>NEW STAFF MEMBERS</b>		
	PDP	Within 10 Calendar Days of Starting Date
	Evaluation	Within 30 Calendar Days of Starting Date
<b>PDPs</b>		
All staff working under an instructional certificate.		Review 2024-2025 PDPs 05/2/2025
		Develop 2025-2026 PDPs 06/13/2025

- ✓ Forward all original evaluations and observations to Gary Hall, Director of Human Resources
- ✓ Hold staff PDPs at Program site
- ✓ PDPs for Administrators are due to Mitchell Badiner or Tara Bohan by September 6, 2024