

2023-2024 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	
NON-TENURED CERTIFICATED TEACHER & STAFF		
	Evaluation #1	10/20/2023
	Evaluation #2	12/13/2023
	Evaluation #3	1/30/2024
TENURED CERTIFICATED TEACHER		
	Evaluation #1	11/8/2023
	Evaluation #2	2/15/2024
TENURED CERTIFICATED STAFF		
	Evaluation #1	2/27/2024
NON-CERTIFICATED STAFF		
	Evaluation #1	3/28/2024
PART-TIME HOURLY STAFF		
	Evaluation #1	3/28/2024
NEW STAFF MEMBERS		
	PDP	Within 10 Calendar Days of Starting Date
	Evaluation	Within 30 Calendar Days of Starting Date
PDPs		
All staff working under an instructional certificate.		Review 2023-2024 PDPs 05/3/2024
		Develop 2024-2025 PDPs 06/14/2024

- ✓ 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 8, 2023