

2019-2020 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	10/18/2019
Evaluation #2	12/13/2019
Evaluation #3	02/07/2020
TENURED CERTIFICATED TEACHER	
Evaluation #1	11/08/2019
Evaluation #2	02/14/2020
TENURED CERTIFICATED STAFF	
Evaluation #1	02/14/2020
NON-CERTIFICATED STAFF	
Evaluation #1	04/03/2020
PART-TIME HOURLY STAFF	
Evaluation #1	04/03/2020
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 2019-2020 PDPs 05/29/2020
	Develop 2020-2021 PDPs 06/12/2020

- ✓ 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 13, 2019