



D207 CERTIFIED STAFF EVALUATION TIMELINES

The purpose of the professional evaluation process in District 207 is to positively impact student learning through ongoing support for the professional growth of each individual staff member.

Cycle Planning and Goal Setting

Item	Responsible	Timeframe
Schedule Planning Goal Setting Meeting	Admin	Prior to beginning new cycle
Goal Setting Form	Educator/Admin	Draft completed by educator 2 days prior to mtg. Finalized collaboratively during mtg.

Informal Observation Process

Item	Responsible	Timeframe
Communicate Informal Observation	Admin	2 week window
Informal Observation Evidence	Admin	Shared with educator w/in 2 days of observation
Schedule Informal Observation Reflection Meeting	Admin	Within 5 days of observation
Informal Observation Reflection Form	Educator/Admin	Completed collaboratively during mtg.

Formal Observation Process

Item	Responsible	Timeframe
Schedule Formal Observation Process	Educator/Admin	Per district evaluation requirement
Formal Observation Planning & Reflection Form	Educator	Prior to Pre-observation meeting
Formal Observation Evidence	Admin	2 School Days after the observation
Formal Observation Planning & Reflection Form	Educator	2 School Days after evidence received
Post-Observation Reflection Meeting	Admin	2 School Days after reflection
Formal Observation Feedback Form	Admin	2 School Days after reflection meeting

Check-In Process

Item	Responsible	Timeframe
Schedule Check-In Meeting	Admin	NT: After first informal & first formal observation T: After at least one observation
Check-In Meeting Form	Educator/Admin	Collaboratively during meeting
Evaluator Comments on Check-in Meeting	Admin	Tenured Staff Only: During meeting
Evaluator Check-In Feedback Form	Admin	Non-tenured Staff Only: During meeting

Summative Process

Item	Responsible	Timeframe
Ensure All Cycle Components Completed	Admin	Prior to scheduling summative meeting
Schedule Summative Meeting	Admin	All summatives must be completed by March 1st of the summative evaluation year.
Educator Cycle Reflection Form	Educator	By date determined by the primary evaluator
Summative Evaluation Form	Admin	Share with staff at least 1 school day prior to summative mtg. Submit two signed copies to APTL immediately following the summative meeting.