

Handout 3. Who, What, and When: Building Your Calendar

District Evaluation Calendar, Roles and Responsibilities

Directions: Complete the table below by identifying start and end dates for the meetings and activities in the four-step evaluation cycle in your district. Brainstorm what the evaluator’s role and leader’s roles are in your district for each step. Use the *Guide*, pp. 5-12 as needed.

Step	Suggested Timing	Meetings/ Activities	Our Dates	Evaluator Role	Leader Role
Step 1: Leader self-reflection and goal setting, drawing upon previous year’s Step 4: Plans and Pathways, if available	Early in the school year	Beginning of the year conference			
<i>Other Planning Notes</i>					

Step	Suggested Timing	Meetings/ Activities	Our Dates	Evaluator Role	Leader Role
<p>Step 2: Midyear conference to review evidence of progress against goals and make midcourse adjustments to goals and strategies to meet goals, as appropriate</p> <p>Ongoing evidence collection:</p> <ul style="list-style-type: none"> • Observations (2) • Peer Review • 360 Survey • Professional Development Plan progress • Artifacts • SLO Quality Review • School Climate Survey • Learner Growth • School Growth 	Midyear	Midcourse conference			
<i>Other Planning Notes</i>					

Step	Suggested Timing	Meetings/ Activities	Our Dates	Evaluator Role	Leader Role
Step 3: Leader end-of-year self-evaluation Leader submission of evidence End-of-year summative conference Calculation of summative effectiveness LEPG rating	May	Summative conference			
<i>Other Planning Notes</i>					

Step	Suggested Timing	Meetings/ Activities	Our Dates	Evaluator Role	Leader Role
Step 4: Leader and evaluator develop professional growth plan for following school year based on summative effectiveness LEPG rating and areas of opportunity	End of school year	In-person meeting is optional			
<i>Other Planning Notes</i>					

