



Teacher Evaluation Process 2019-20 Deadline

Task	Deadline Date	Responsible Party
Review and Verify School Roster	September 27	School Administrator
Create/Implement Performance Improvement Plans from 2018-19 Summative Reviews	September 16	School Administrators
Meet with Teachers about Goals	September 30 thru October 11	School Administrators/Teachers
Submit Approved "Goal Setting for Student Progress Form" in TalentEd PERFORM	October 14 thru 25	Teachers
Complete 1 st Observation for Probationary Teachers	November 15	School Administrators
Complete 2 nd Observation for Probationary Teachers	January 24	School Administrators
Complete Observations for Continuing Contract Teachers	January 31	School Administrators
Complete the Student Surveys and Summary Form	By end of Semester 1	Teachers
Create/Implement Performance Improvement Plans – 2 nd Semester	February 1	School Administrators
Conduct Mid-Year Goal Reviews	February 3-14	Teachers
Conduct Interim Performance Conferences	February 10-21	School Administrators
Complete 3 rd Observation for Probationary Teachers	March 13	School Administrators
Notify Principal Directors of Contract Non-Renewals	March 20	School Administrators
Notify Human Resources of Contract Non-Renewals	April 1	School Administrators
Submit Final Goal Setting Progress Form	May 4	Teachers
Finalize/Complete Teacher Summative Performance Evaluations	June 15	School Administrators
Review/Sign Summative Evaluation Forms	June 15	Teachers
Close all Evaluation Folders in TalentEd for Teachers	June 30	School Administrators

**For more detailed information – Reference p.24 of the RPS Teacher Performance Evaluation System document*

Questions? Talent Office -- [PERFORMANCE MANAGEMENT WEBSITE](#)