

ADMINISTRATIVE OBSERVATION & EVALUATION TIMELINE 2020-2021

DATE	BENCHMARK
October 5, 2020 <i>Monday</i>	Observations to be uploaded to LTM Employee Space BEGIN <i>*LTM appraisals will open for creation on September 21.</i>
December 7, 2020 <i>Monday</i>	New & Less Than Effective Employees must have at least one (1) formal observation cycle complete
December 18, 2020 <i>Friday</i>	MIDYEAR EVALUATIONS due for: <ul style="list-style-type: none"> School Counselors (NEW!) School Psychologists School Social Workers New Employees Less-than-Effective Employees Employees transferring between 1/1/21-1/17/21
January 1, 2021 <i>Wednesday</i>	100th Paid Day (Instructional Employees): <ul style="list-style-type: none"> Employees who started 7/31/2020 and are paid through 1/1/2021 require an evaluation. Any employee who goes on leave or terminates after 1/1/2021 must be evaluated. Any employee hired with an effective date of 1/1/2021 or later will not work 100 days and will not be observed or evaluated. (Employees must have an effective hire date of 12/31/2020 or earlier to be evaluated.) <p>ALL EMPLOYEES must have at least one (1) observation (formal or informal) completed/submitted in LTM.</p>
February <i>(First half of month)</i>	Self-Evaluations released in LTM
March 12, 2021 <i>Friday</i>	Potential non-renomination employees must have all required observations complete
May 14, 2021 <i>Friday</i>	Last day to conduct observations
May 21, 2021 <i>Friday</i>	100% of all required OBSERVATIONS COMPLETE & SUBMITTED in LTM
May 28, 2021 <i>Friday</i>	All instructional EVALUATION CONFERENCES COMPLETE
June 1, 2021 <i>Tuesday</i>	All instructional EVALUATIONS DUE (completed, finalized, and submitted for acknowledgement) in LTM
June 7, 2021 <i>Monday</i>	All assistant principal EVALUATIONS DUE (completed, finalized, and submitted for acknowledgement) in LTM