

Centreville Public Schools
Performance Evaluation Timelines for All Staff
Including Internal Transfers

Evaluation Timeline for Non-Certified Staff

Review formal evaluation process with Employee - Week 1 of employment

Completion of 90-day Evaluation -

Year-end Performance Evaluation, Year 1* - by June 1

Year-end Performance Evaluation, Year 2 - by June 1

Year-end Performance Evaluation, Year 3 - by June 1

Once every other year thereafter if three consecutive highly effective ratings- by June 1
(3 year maximum, annual is best practice)

*Employees hired after January 1 should receive their first year-end evaluation upon completion of their first full school year.

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**Evaluation Timeline for Certified Teacher Staff**

- Review formal evaluation process with Employee - First two months of employment
- **One Unannounced Formal Observation** (Review with Employee)\* - 30 days before second observation
- **One Announced Formal Observation** (Review with Employee)\* - 30 days before third observation if less than effective/30 days before final evaluation
- Year-end Performance Evaluation, Year 1 - by June 1
- Year-end Performance Evaluation, Year 2 - by June 1
- Year-end Performance Evaluation, Year 3 - by June 1
- Year-end Performance Evaluation, Year 4 - by June 1
- Year-end Performance Evaluation, Year 5 - by June 1
- Year-end evaluations and two formal Observations are required each year during the certified teacher's probationary period (up to 5 years). Thereafter, a year-end evaluation is to be conducted every year.
- Annual evaluations may be conducted every other year if the employee has received three consecutive highly effective ratings.
- The Individual Development Plan may be developed at any point in the process where performance is less than effective.
- An IDP must be developed the first year during the evaluation process and will remain in place with ongoing development goals during the entire probationary period.
- \*\*If non-renewal is a possibility, the formal year-end evaluation must be completed by March 30, 2019.