

# Ripon Area School District

## Teacher/Education Specialist Evaluation Timeline (Updated August 2017)

<b>Timeline (Complete by)</b>	<b>Activity</b>	<b>Task or Document</b>
Monthly	Informal observation for all teachers	Observation Form
October 1	All teachers establish a Student Learning Objective, complete the Self-Assessment, and set Professional Practice Goal.	Teacher Professional Goal Plan
October 31	All teachers complete the RASD Student Survey Analysis as applicable.	RASD Survey Analysis
November 1	Formal observation in summative year.	Observation Form
December 31	All teachers in their summative year must complete the RASD Parent Survey Analysis. Survey parents November 15th - December 15th. Note: Probationary teachers must survey parents in their third year.	RASD Survey Analysis
January 31	All teachers complete the second RASD Student Survey Analysis as applicable. (A second parent survey is not required.)	RASD Survey Analysis
January 31	Complete Mid Interval Student Learning Objective (SLO) Review. Meeting with evaluator to review SLO data - optional. Revise goal as needed.	Teacher Professional Goal Review (Mid Interval SLO Review)
April 15	Documentation Log must be completed for all teachers Each year the documentation log should contain one artifact/reflection for each standard.	Documentation Log
May 15	Complete End of Interval Student Learning Objective (SLO) Review.	Teacher Professional Goal Review (End of Interval SLO Review)
During the month of May	Complete SLO Score Report. Meet with evaluator to review SLO data and goal.	SLO Score Report
Last week of school	Summary evaluation of all teachers.	