Unit 9

Administrative Procedures for Certified Staff Evaluation

2026 - 2027 School Year

Timeline for this year is as follows:

Date	Procedure
By August 24, 2026	Notify staff of Primary Evaluator Provide staff with a copy of the evaluation letter and master spreadsheet
By September 14, 2026	Meeting between primary evaluator and certified staff member to go over the process, and set up first observation.
By November 16, 2026	Complete 1st Formal Observation (Non-tenured staff)
By February 15, 2027	Complete 1st/2nd Formal Observation (Tenured/Non-tenured staff), Informal Observations, AND all artifacts uploaded to Evaluwise
March 1, 2027	All observation reports and Summative Evaluation Reports for **Non-tenured** complete in Evaluwise, print final summative report, sign, and evaluator to submit to District Office for staff's personnel file.
March 15, 2027	All observation reports and Summative Evaluation Reports for **Tenured** Staff complete in Evaluwise, print final summative report, sign, and evaluator to submit to the District Office for staff's personnel file.

May 24, 2027 or by the last day of staff attendance (if emergency days used) all returning certified staff notified of placement for the 2027 - 2028 school year

Note: There must be at least 24 hours notice prior to any conference with certified staff.