**Timeline for Coordinator Evaluation**

| **Event** | **Director Actions** | **Coordinator Actions** |
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| **Evaluation Planning**  **9/7/16 – 10/12/16** | 1. Director of Curriculum and Instruction schedules the meeting. | 1. Coordinator confirms. 2. Coordinator completes the **Evaluation Planning Form** prior to meeting. |
| **1st Observation**  **10/17/16 12/12/16**  (If needed, director schedules pre-observation meeting to discuss activity to be observed.) | 1. Director schedules 1st observation. 2. Director saves the **Observation Scoring Form** (PD or Non-PD)and notesin TE. 3. Director schedules Post-Observation meeting. | 1. Coordinator confirms and completes the **Pre-Observation Form** prior to meeting.      1. Coordinator confirms. 2. Coordinator completes and submits **Observation Reflection Form** prior to meeting. |
| **Mid-Year Check-in**  **12/19/16-2/21/17** | 1. Director confirms receipt of document. | 1. Coordinator completes and submits the **Mid-Year Checklist**. |
| **2nd Observation**  **12/5/16 5/5/17**  (If needed, director schedules pre-observation meeting to discuss activity to be observed.) | 1. Director schedules 2nd observation. 2. Director saves the **Observation Scoring Form** (PD or Non-PD)and notesin TE. 3. Director schedules Post-Observation meeting. | 1. Coordinator confirms and completes the **Pre-Observation Form** prior to meeting. 2. Coordinator confirms. 3. Coordinator completes and submits **Coordinator Observation Reflection Form** prior to meeting. |
| **Portfolio Review (including PGP)**  **2/28/17-5/31/17** | 1. Director schedules **Portfolio Review**. 2. Director completes and saves the **Portfolio Scoring Form** and **PGP Development and Scoring Rubric.** | 1. Coordinator confirms. 2. Coordinator uploads artifacts to BriteLocker and submits **Portfolio** and **Reflection** **PGP Reflection Forms** prior to meeting. |
| **Summative Evaluation**  **5/31/17-6/13/17** | 1. Director schedules **Summative Evaluation Meeting**. 2. Director completes **Leadership Time** and **Summative Evaluation Forms**. | 1. Coordinator confirms. 2. Coordinator signs **Summative Evaluation Form**. |

\*All forms are signed by both parties in TalentEd.