

Evaluation Schedule

Certified Staff:

1. Those new to the district or specialty shall be evaluated:
 - a) First and second years - evaluation at least once each semester by not later than the **60th school day** of the semester.
 - First semester: Date to be published in August
 - Second semester: Date to be published in August
 - b) Third and fourth years - evaluation at least once each school year for two years by not later than **February 15**.
 - c) New in field or specialty - evaluation at least once each school year for two years by not later than **February 15**.
2. Teachers experienced in the district or specialty shall be evaluated:
 - a) At least once in each three-year period after their fourth year in the district or specialty by not later than **February 15** of the school year in which the employee is evaluated.
3. Each evaluation cycle shall consist of at least two on-site observations, one of which may be pre-scheduled by teacher request. The requested observation shall be scheduled at a mutually agreed upon time.

Classified Staff:

All classified staff are to be evaluated once a year on or before **May 15**.