

Gadsden Independent School District
EVALUATION CALENDAR / TIMELINE NM TEACH – 2018 – 2019 SY
August 21, 2018

| <u>Due Date</u> | <u>Action Required</u> | <u>Person(s) Responsible</u> | <u>Due in Human Resources</u> |
|--|---|-------------------------------------|---|
| October 10, 2018 | Due: Professional Development Plan (Teacher self-evaluation and PDP Goal Setting Form) | Campus Administrators | May 17, 2019 |
| October 17, 2018 (NEW) | Due: Walk Through Observation with feedback provided for each teacher within the first 45 days of teacher first day of instruction. | Campus Administrators | May 17, 2019 <u>NMPED Requirement</u> |
| October 19, 2018 | Distribution of forms for Annual Evaluation of all employees (except Teachers) | Human Resources | Copy of Planning for Success form (Growth Plans) |
| November 9, 2018 | DUE: Upload Observation #1 —Teacher Evaluation to NMTEACH Online System (Domains 2 and 3) | Campus Administrators | |
| January 11, 2019 | Mid - Year PDP Review Form | Teacher/Campus Administrators | |
| March 22, 2019 | DUE: Upload Observation #2 —Teacher Evaluation to NMTEACH Online System (Domains 2 and 3) | Campus Administrators | |
| Open Window: March 4, 2019 through May 10, 2019 | Due: Student Surveys (All schedules) (3 rd -12 th) Parent Surveys (K-2) NOTE: Data available - <u>Undetermined by NMPED</u> | Campus Administrators | |
| March 22, 2019 (NEW CHANGE) | DUE: Upload Submission - Domains 1 and 4 - Spring Submission Only to NMTEACH Online | Campus Administrators | |
| May 31, 2019 (GISD due date May 17, 2019) | DUE: Upload Observation #3 —Teacher Evaluation to NMTEACH Online System (Domains 2 and 3) | Campus Administrators | |
| By February 8, 2019 | DUE: Preliminary list of Non-Renewals with completed Certified Evaluations (if possible) and Printed copies of Planning for Success Form (Growth Plans) | Campus/Site Administrators | February 8, 2019 |
| | Final list of Non-Renewals and Terminations with Written Records . (All employees on this list must have completed the evaluation process by this date.) | Campus/Site Administrators | April 18, 2019 |
| | Letters of Re-employment to be Distributed | Human Resources | May 1, 2019 |
| <u>May 17, 2019</u> | PDP Comprehensive Form | Teachers | May 17, 2019 |
| <u>May 17, 2019</u> | End of Year Reflection Form (Teacher) & Evaluator End of Year Reflection Form (Campus Administrator) | | May 17, 2019 |
| <u>May 17, 2019</u> | Completed Evaluations of Support Staff | Campus/Site Administrator | May 17, 2019 |
| | 2017/2018 SY Summative Evaluation Form (NMPED - Summative Evaluation Form available September 2018) | Teacher & Campus/Site Administrator | September, 2018 |