

Site Leadership Performance Evaluation Time Lines

The Administrators' Promotion and Evaluation Committee (APEC), made up of representative principals, vice principals, Administrators' Association staff, Instructional Leaders, and Human Resources staff, developed the following time lines for site manager evaluation:

TIME LINE FOR SITE MANAGERS DEMONSTRATING SUCCESSFUL PERFORMANCE	
Due Date	Action
By the end of the second week of November	The evaluator will make every effort to have at least one evaluation conference with the evaluatee.
By the end of the second week in February	Interim progress review will be on a mutually agreed upon schedule between the evaluator and the evaluatee in order to continue the understanding, motivation and support necessary for successful evaluation.
By the end of the school year	A final conference will occur during which the evaluatee will receive his/her final evaluation report.
<i>Important: If performance is determined to be less than effective at any time during the evaluation cycle, the evaluatee shall be notified and the monitoring schedule will commence immediately.</i>	

TIME LINE FOR SITE MANAGERS FOR WHOM THERE ARE CONCERNS RELATING TO JOB PERFORMANCE	
By the end of the second week of October.	The evaluator will make every effort to have at least one evaluation conference with the evaluatee; there will be verbal and written communications with the evaluatee regarding specific job performance concerns.
By the end of the second week in February	The evaluator will provide a mid-year written notification to the evaluatee relative to a recommendation for a March 15 notice of potential reassignment.
Between the second week of February and March 15	There will be verbal and written communications with the evaluatee for whom a March 15 notice of potential reassignment is being recommended.
March 15	If improvement does not occur, the March 15 notice of potential reassignment shall be delivered.
Between March 15 and the second week of May	There will be verbal and written communications with the evaluatee who received a March 15 notice of potential reassignment.
By the end of the second week in May	A final conference will occur during which the evaluatee will receive his/her final evaluation report and will be notified of recommendation for reassignment.