

## **CMSD OPES Pacing Timeline**

### **September**

Review prior year's evaluation data for staff.

Discuss with Network Leader who will conduct this year's evaluations (some NLs may want to do all evaluations in their networks, others may want the building leader to evaluate the other admin staff). All evaluators must have current OPES certification.

Conduct growth or improvement plan conference with admin staff.

### **October**

October 5: GP and IP due

Collect Walkthrough evidence.

### **November**

Collect Walkthrough evidence.

Hold Formal Announced Observations of administrators. Observations should be focused on the administrator's leadership role and observing the admin in a leadership position. For example, conducting professional development, TBT meetings, leading parent nights, conferences with staff and students.

### **December**

Continue Formal Announced Observations of administrators.

December 21: FAO due

### **January**

Conduct mid-year meetings. Mid-years are required for all administrators and should be at time to review evidence collected thus far in the year and review growth or improvement plans. Administrators may be placed on improvement plans at the mid-year if necessary. They can also be moved from an improvement plan to a growth plan if improvement is documented. Review all evidence in the portal, rate on the rubric, and determine a mid-year rating for performance for the administrator.

January 25: Mid-year Review due

### **February**

Collect Walkthrough evidence.

**March**

Hold a second Formal Announced Observations of administrators. Observations should be focused on the administrator's leadership role and observing the admin in a leadership position. For example, conducting professional development, TBT meetings, leading parent nights, conferences with staff and students.

March 15: FAO2 due

**April**

Collect Walkthrough evidence.

Hold summative rating conferences. Review all evidence in the portal, rate on the rubric, and determine a final summative rating for performance for the administrator.

**May**

May 3: Summative Review due; portal closes