

RICE CONSOLIDATED I.S.D. 2011-2012
PROFESSIONAL DEVELOPMENT APPRAISAL SYSTEM TIME LINE (Revised)

August 22	<i>School Starts</i> <i>Teacher Orientation</i> *Teacher orientation shall occur within the first three weeks of school and prior to the start of observations.
September 16	<i>TSR Part I Due to Campus Administrators</i>
September 19	<i>Teacher Observations Begin</i> *Scheduled within a one-week window. *Summary of observation given to teacher within 10 working days of observation. *Second appraisal must be requested within 10 working day of receipt of observation summary. *Second appraisals shall be unscheduled. *Observation may not be done on the day before or after a school holiday, during semester exams, or during state mandated or other standardized tests. *Conduct observations with probationary teachers or borderline teachers by January 12. Develop intervention plan if needed by February 2. This allows for growth and completion of intervention plan before recommendations are due.
March 23	<i>TSR Part II and III due to Campus Administrators</i> *Summative Annual Report given to the teacher 5 working days before the Summative Conference. *Summative Conference may be waived in writing by the teacher, not the administrator.
April 5	<i>Formal Observations Completed</i> <i>Summations Due on Probationary Teachers and Teachers in Need of Assistance</i>
April 10-May 11	<i>Summative Conferences Held</i>
May 1	<i>Teacher Recommendations Due in the Office of the Superintendent</i>
May 30	<i>End of Instructional Days</i>