



WEST ORANGE-COVE CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

APPRAISAL CALENDAR 2011-2012

Teachers new to the PDAS format are provided with an orientation to PDAS no later than fifteen days after the start of school and no observations are conducted during this time. The campus principal is responsible for ensuring that teachers hired during the school year complete the on-line orientation. Documentation of this training will be submitted to the Executive Director of Human Resource.

APPRAISAL PROCESS TIMELINES

August 11-19, 2011	PDAS Training for new teachers –Online Orientation Course
August 22 -September 9, 2011	Classroom observation prohibited. (First 3 weeks of school – Orientation is required-new teachers)
September 9, 2011	Teacher Self-Report, Section I must be completed and presented to the Principal
September 12 – May 11, 2012	Conduct appraisals and summative conferences Conduct Summative Conferences between January 3, 2012 – May 11, 2012
October 10, 2011	Excluded Parent/Teacher Conference-Student Holiday
October 18-21, 2011	Excluded Observation Days – Test Dates
November 4, 2011	Excluded Early Release Day
November 22, 2011	Excluded Observation Day (Pre-Holiday)
December 16, 2011	Excluded Observation Day (Pre-Holiday)
December 19, 2011	Excluded Observation Day – Bay Weather Day
January 13, 2012	Excluded Observation Day (Pre-Holiday)
February 3, 2012	Excluded Early Release Day
February 17, 2012	Excluded Early Release Day
March 5, 7-9, 26-30, 2012	Excluded Observation Days – Test Dates
April 5, 2012	Excluded Early Release Day (Pre-Holiday)
April 24 -27, 2012	Excluded Observation Day – Test Dates
April 27, 2012	Teacher Self-Report Teachers must submit a revision of Section I (if necessary and complete Sections II and III of the Teacher Self-Report and present them to the principal at least two weeks prior to the summative conference, but no later than April 20, 2012)
May 4, 2012	All formal observations must be completed, unless a second appraisal is requested by the teacher or unless there are extenuating circumstances.
May 7-18, 2012	Excluded Observation Days – Test Dates
May 11, 2012	LAST DAY FOR SUMMATIVE CONFERENCE A written summative annual appraiser report shall be shared with the teacher no later than five working days before the summative conference and no later than 15 working days before the last day of the instruction for students.
May 11, 2012	Appraisal reports for each employee are due in the Human Resources office.
May 25, 2012	Excluded Early Release Day
Board Approved	