



## WEST ORANGE-COVE CONSOLIDATED INDEPENDENT SCHOOL DISTRICT APPRAISAL CALENDAR 2014-2015

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 Resources.

### APPRAISAL PROCESS TIMELINES

August 14-September 30, 2014	PDAS Training for new teachers –Online Orientation Course
August 25-September 12, 2014	Classroom observation prohibited. (First 3 weeks of school – Orientation is required-new teachers)
September 12, 2014	Teacher Self-Report, Section I must be completed and presented to the Principal
September 15 – May 7, 2015	Conduct appraisals and summative conferences <b>Conduct Summative Conferences between January 6, 2015 – May 7, 2015</b>
October 20-23, 2014	Excluded Observation Days for testing campuses only– (Test Dates)
November 21, 2014	Excluded Observation Day – (Pre-Holiday)
December 1-5, 2014	Excluded Observation Day for testing campuses only - (Test Dates)
December 19, 2014	Excluded Observation Day – (Pre-Holiday)
January 2, 2015	Excluded Observation Day – (Bad Weather Days)
January 16, 2015	Excluded Observation Day- (Pre-Holidays)
February 13, 2015	Excluded Early Release Day
March 2-5, 2015	Excluded Observation Days – (Test Dates)
March 13, 2015	Excluded Observation Days – (Pre-Holiday)
April 2, 2015	Excluded Observation – (Pre-Holiday)
April 7-8 & 10, 2015	Excluded Observation Days for testing campuses only – (Test Dates)
April 21-22 & 24, 2015	Excluded Observation days for testing campuses only – (Test Dates)
April 24, 2015	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 17, 2015)
May 1, 2015	All formal observations must be completed, unless a second appraisal is requested by the teacher or unless there are extenuating circumstances.
May 4-8, 2015 May 12-13 & 15, 2015	Excluded Observation Days for testing campuses only– (Test Dates)
<b>May 7, 2015</b>	<b>LAST DAY FOR SUMMATIVE CONFERENCE</b> <b>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.</b>
<b>May 8, 2015</b>	<b>Appraisal reports for each employee are due in the Human Resources office.</b>