



Alternate Evaluation Appraisal Calendar

2022-2023

Administrative Staff/Auxiliary/District-Level Support & Paraprofessional (11/12 month employees-Maintained in Eduphoria/Strive)

Employee Orientation

by September 23, 2022

- Within 1st 3 weeks of assignment if hired after orientation date.
- Must include appraisal calendar and evaluation components.

Goal Setting

(Professional staff only)

by October 29, 2022

- The goals form can be used to “write/develop” goals only. If this tab is used, the goals must be copied into the evaluation tab, too.
- Evaluation Form is used to evaluate/monitor goals.

Goal Reviews Conferences

(Professional staff only)

Mid-Year Review: **by February 16, 2023**

End of Year Review: **April-June 2023** (prior to summative conference)

- *Goal Revision conferences should occur as needed.*
- *All goal revision conferences should be summarized with a memo.*
- *Goal attainment evidence submitted as requested by appraiser.*

End-of-Year Conference

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Summative Appraisal

EOY Conferences must be conducted by:

Last calendar duty day for employee

Summary Appraisal Report signatures by:

Last calendar duty day for employee

Appraisals:

- Campus Principals
- Campus Assistant Principals (including other titles which serve in AP capacity)
- District Administrators
- District-level Support & Auxiliary Staff (Operations, Clerical, Specialists, etc.)