

**TRENTON BOARD OF EDUCATION
PRINCIPAL/VICE PRINCIPAL, DIRECTOR AND SUPERVISOR
EVALUATION TIMELINE
2016 – 2017**

NON-TENURED

<i>Due Date</i>	<i>Task Description</i>
September 23, 2016	Review Evaluation Documentation
September 30, 2016	Complete Self-Assessment in EVALUATION MANAGEMENT SYSTEM
October 14, 2016	Submit Administrator Goals and Professional Development Plan in EVALUATION MANAGEMENT SYSTEM for evaluator's review and approval.
November 23, 2016	Observation #1 and summary completed with electronic signature from administrator and evaluator.
January 27, 2017	Observation #2 and summary completed with electronic signature from administrator and evaluator.
March 31, 2017	Observation #3 completed and Marshall summative evaluation rubric scored with electronic signature from administrator and evaluator.
April 26, 2017	Recommendations for non-renewals and withholding of increments with supporting documentation are submitted to the Assistant Superintendent of Talent Acquisition and Development.

Note: Data and evidence will be collected during regular visits to schools followed by face-to-face conversations with documentation.

TENURED

<i>Due Date</i>	<i>Task Description</i>
September 23, 2016	Review Evaluation Documentation
September 30, 2016	Complete Self-Assessment in EVALUATION MANAGEMENT SYSTEM
October 14, 2016	Submit Administrator Goals and Professional Development Plan in EVALUATION MANAGEMENT SYSTEM for evaluator's review and approval.
December 16, 2016	Observation #1 and summary completed with electronic signature from administrator and evaluator.
March 24, 2017	Observation #2 completed and Marshall summative evaluation rubric scored with electronic signature from administrator and evaluator.
April 26, 2017	Recommendations for withholding of increments and tenure charges with supporting documentation are submitted to the Assistant Superintendent of Talent Acquisition and Development.

Note: Data and evidence will be collected during regular visits to schools followed by face-to-face conversations with written documentation.