

TRENTON BOARD OF EDUCATION

EVALUATION TIMELINE

CLASSIFIED STAFF

(Secretaries, Paraprofessionals, Parent Liaisons and Non-Certificated Employees)

2016 – 2017

All classified staff are to be evaluated annually.

<i>Date</i>	<i>Task</i>
April 26, 2017	Final Summative Evaluations with original signatures must be submitted to the Manager, Talent Development.
April 26, 2017	Recommendations for non-renewals, withholding of increments and tenure charges with supporting documentation, are submitted to the Assistant Superintendent of Talent Acquisition and Development.

All original documents must be submitted to the Office of Talent Acquisition and Development on or before the designated deadlines.

Board Approved 8.29.16