

## Siuslaw School District Evaluation Process & Timeline

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### Probationary & Temporary Classified Staff

<b>Date</b>	<b>Task</b>	<b>Responsibility</b>
Scheduled By 1 Month from Date of Hire	Self-Assessment and Beginning of Year Development	Staff Member
Scheduled Prior to 60 Days of Employment	Performance Review – Summative Evaluation	Administrator
Scheduled Prior to 100 Days of Employment	Performance Review – Summative Evaluation	Administrator
Scheduled By Apr 1	Self-Assessment Form and End of Year Summary	Staff Member
Scheduled By Apr 15	Summative Evaluation	Administrator

### Classified Employees – Regular Status

<b>Date</b>	<b>Task</b>	<b>Responsibility</b>
Scheduled By Oct 30	Self-Assessment and Beginning of Year Development	Staff Member
Scheduled By Apr 1	Self-Assessment and End of Year Summary	Staff Member
Scheduled By Apr 15	Summative Evaluation	Administrator

- \* The evaluation process may be managed electronically***
- \* Staff members may request mini observations***
- \* Any concerns noted during a mini or informal observation will be discussed with the staff member in a timely manner***
- \* By June 30, all evaluation paperwork will be filed with Human Resources***