

LEGENDS Milestone Dates 2022-23

Action Plan Educator Timeline

Applies To:

- Supervisor-Directed Professional Growth Goals (SDPGG)
- Program of Assistance for Improvement (POAI)

	Completed By:	Details
<input type="checkbox"/>	October 31, 2022	<p><u>Initial Professional Growth Conference</u></p> <ul style="list-style-type: none"> • 2021-22 SLG Scoring Sheets (if applicable) • Discuss Initial Self-Assessment • Discuss SDPGGs • Discuss previous year's Summative Evaluation • Discuss potential Student Learning Goals
<input type="checkbox"/>	November 23, 2022	<p><u>Observations – Phase One</u></p> <ul style="list-style-type: none"> • Minimum of three (3) observations completed** • Each observation a minimum of 15 minutes in length • All observations require written analysis • At least one (1) face-to-face conference* to discuss feedback <p><u>Interim Professional Growth Conference</u></p> <ul style="list-style-type: none"> • Observation theme review – Strengths/Opportunities • Student Learning Goal check-in • Discuss additional support needed to meet goals • Administrator Assessment
<input type="checkbox"/>	December 9, 2022	<p><u>Student Learning Goal #1 Due</u></p> <ul style="list-style-type: none"> • One (1) Student Learning Goal
<input type="checkbox"/>	January 27, 2023	<p><u>Observations – Phase Two</u></p> <ul style="list-style-type: none"> • Minimum of three (3) observations completed** • Each observation a minimum of 15 minutes in length • All observations require written analysis • At least one (1) face-to-face conference* to discuss feedback <p><u>Summative Professional Growth Conference</u></p> <ul style="list-style-type: none"> • Student Learning Goal Check-In • Discuss Summative Evaluation
<input type="checkbox"/>	February 10, 2023	<p><u>Student Learning Goal #2 Due</u></p> <ul style="list-style-type: none"> • One (1) Student Learning Goal

*Face-to-face conference can be completed virtually if teacher and/or supervisor are working remotely.

**Minimum of one of the three observations needs to be completed in conjunction with a second observer (HR Admin overseeing TalentEd, Principal Coach, Level Director, etc.).

LEGENDS Milestone Dates 2022-23

Probationary & Temporary Educator Timeline

Applies To:

- Probationary Licensed Staff (August or September start date – later starts prorated/adjusted)
- Temporary Licensed Staff (August or September start date – later starts prorated/adjusted)

	Completed By:	Details
<input type="checkbox"/>	October 31, 2022	<p><u>Initial Professional Growth Conference</u></p> <ul style="list-style-type: none"> • 2021-22 SLG Scoring Sheets (if applicable) • Discuss Initial Self-Assessment • Discuss previous year’s Summative Evaluation/observations (if applicable) • Discuss potential Student Learning Goals
<input type="checkbox"/>	November 23, 2022	<p><u>Observations – Phase One</u></p> <ul style="list-style-type: none"> • Minimum of one (1) observation completed • Each observation a minimum of 15 minutes in length • All observations require written analysis • At least one (1) face-to-face conference* to discuss feedback <p><u>Interim Professional Growth Conference</u></p> <ul style="list-style-type: none"> • Observation theme review – Strengths/Opportunities • Student Learning Goal check-in • Discuss additional support needed • Administrator Assessment
<input type="checkbox"/>	December 9, 2022	<p><u>Student Learning Goal #1 & Professional Growth Goal Due</u></p> <ul style="list-style-type: none"> • One (1) Student Learning Goal • One (1) Professional Growth Goal
<input type="checkbox"/>	February 10, 2023	<p><u>Student Learning Goal #2 Due</u></p> <ul style="list-style-type: none"> • One (1) Student Learning Goal <p><u>Observations – Phase Two</u></p> <ul style="list-style-type: none"> • Minimum of one (1) observation completed • Each observation a minimum of 15 minutes in length • All observations require written analysis • At least one (1) face-to-face conference* to discuss feedback <p><u>Summative Professional Growth Conference</u></p> <ul style="list-style-type: none"> • Student Learning Goal check-in • Discuss Summative Evaluation

*Face-to-face conference can be completed virtually if teacher and/or supervisor are working remotely.

LEGENDS Milestone Dates 2022-23

Probationary & Temporary Educator w/ PERFORMANCE CONCERNS

Applies To:

- Probationary Licensed Staff with performance concerns identified by the supervisor
- Temporary Licensed Staff with performance concerns identified by the supervisor

	Completed By:	Details
<input type="checkbox"/>	October 31, 2022	<p><u>Initial Professional Growth Conference</u></p> <ul style="list-style-type: none"> • 2021-22 SLG Scoring Sheets (if applicable) • Discuss Initial Self-Assessment • Discuss previous year's Summative Evaluation/observations (if applicable) • Discuss potential Student Learning Goals
<input type="checkbox"/>	November 23, 2022	<p><u>Observations – Phase One</u></p> <ul style="list-style-type: none"> • Minimum of two (2) observations completed • Each observation a minimum of 15 minutes in length • All observations require written analysis • At least one (1) face-to-face conference* to discuss feedback <p><u>Interim Professional Growth Conference</u></p> <ul style="list-style-type: none"> • Observation theme review – Strengths/Opportunities • Student Learning Goal check-in • Discuss additional support needed • Administrator Assessment
<input type="checkbox"/>	December 9, 2022	<p><u>Student Learning Goal #1 & Professional Growth Goal Due</u></p> <ul style="list-style-type: none"> • One (1) Student Learning Goal • One (1) Professional Growth Goal <p><u>Notification to Human Resources and Employee</u></p> <ul style="list-style-type: none"> • Send name of employee to HR (Tara Baldridge) • Inform employee that the full evaluation process will be used
<input type="checkbox"/>	February 10, 2023	<p><u>Observations – Phase Two</u></p> <ul style="list-style-type: none"> • Minimum of two (2) observations completed • Each observation a minimum of 15 minutes in length • All observations require written analysis • At least one (1) face-to-face conference* to discuss feedback <p><u>Student Learning Goal #2 Due</u></p> <ul style="list-style-type: none"> • One (1) Student Learning Goal <p><u>Summative Professional Growth Conference</u></p> <ul style="list-style-type: none"> • Student Learning Goal check-in • Discuss Summative Evaluation

*Face-to-face conference can be completed virtually if teacher and/or supervisor are working remotely.

LEGENDS Milestone Dates 2022-23

Contract Educator Timeline

Applies To:

- Contract Licensed Staff

	Completed By:	Details
<input type="checkbox"/>	October 31, 2022	<p><u>Initial Professional Growth Conference</u></p> <ul style="list-style-type: none"> • 2021-22 SLG Scoring Sheets (if applicable) • Discuss Initial Self-Assessment • Discuss previous year's Summative Evaluation/observations • Discuss potential Student Learning Goals
<input type="checkbox"/>	December 9, 2022	<p><u>Student Learning Goal #1 & Professional Growth Goal Due</u></p> <ul style="list-style-type: none"> • One (1) Student Learning Goal • One (1) Professional Growth Goal
<input type="checkbox"/>	February 10, 2023	<p><u>Student Learning Goal #2 Due</u></p> <ul style="list-style-type: none"> • One (1) Student Learning Goal <p><u>Observations – Phase One</u></p> <ul style="list-style-type: none"> • Minimum of one (1) observation completed • Minimum of 15 minutes in length • Requires written analysis • Requires face-to-face conference* to discuss feedback <p><u>Interim Professional Growth Conference (OPTIONAL)</u></p> <ul style="list-style-type: none"> • Observation theme review – Strengths/Opportunities • Student Learning Goal check-in • Discuss additional support needed • Administrator Assessment (OPTIONAL)
<input type="checkbox"/>	May 12, 2023	<p><u>Observations – Phase Two</u></p> <ul style="list-style-type: none"> • Minimum of one (1) observation completed • Minimum of 15 minutes in length • Requires written analysis • Requires face-to-face conference* to discuss feedback <p><u>Summative Evaluation Conference</u></p> <ul style="list-style-type: none"> • Student Learning Goal check-in • Discuss Summative Evaluation

**Face-to-face conference can be completed virtually if teacher and/or supervisor are working remotely.*

LEGENDS Milestone Dates 2022-23

Contract Educator w/ PERFORMANCE CONCERNS Timeline

Applies To:

- Contract Licensed Staff with performance concerns identified by the supervisor

	Completed By:	Details
<input type="checkbox"/>	October 31, 2022	<p><u>Initial Professional Growth Conference</u></p> <ul style="list-style-type: none"> 2021-22 SLG Scoring Sheets (if applicable) Discuss Initial Self-Assessment Discuss previous year's Summative Evaluation/observations Discuss potential Student Learning Goals
<input type="checkbox"/>	December 9, 2022	<p><u>Student Learning Goal #1 & Professional Growth Goal Due</u></p> <ul style="list-style-type: none"> One (1) Student Learning Goal One (1) Professional Growth Goal <p><u>Observations – Phase One</u></p> <ul style="list-style-type: none"> Minimum of one (1) observation completed Minimum of 15 minutes in length Requires written analysis Requires face-to-face conference* to discuss feedback <p><u>Notification to Human Resources and Employee</u></p> <ul style="list-style-type: none"> Send name of employee to HR (Tara Baldrige) Inform employee that the full contract evaluation process will be used
<input type="checkbox"/>	February 10, 2023	<p><u>Student Learning Goal #2 Due</u></p> <ul style="list-style-type: none"> One (1) Student Learning Goal <p><u>Observations – Phase Two</u></p> <ul style="list-style-type: none"> Minimum of one (1) observation completed Minimum of 15 minutes in length Requires written analysis Requires face-to-face conference* to discuss feedback <p><u>Interim Professional Growth Conference</u></p> <ul style="list-style-type: none"> Observation theme review – Strengths/Opportunities Student Learning Goal check-in Discuss additional support needed Administrator Assessment
<input type="checkbox"/>	May 12, 2023	<p><u>Observations – Phase Three</u></p> <ul style="list-style-type: none"> Minimum of one (1) observation completed Minimum of 15 minutes in length Requires written analysis Requires face-to-face conference* to discuss feedback <p><u>Summative Professional Growth Conference</u></p> <ul style="list-style-type: none"> Student Learning Goal check-in Discuss Summative Evaluation

*Face-to-face conference can be completed virtually if teacher and/or supervisor are working remotely.