**MODIFIED CEP TIMELINE FOR DISTRICT CERTIFIED STAFF**

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| **District Certified Staff** |  | **Role** |  |
| **Supervisor** |  | **Date** |  |

**A modified timeline for District Certified Staff may be established for staff hired late, or on extended leave, or when a new role is created or significant changes are made to the current role. A reasonable timeline may be set by the supervisor within 10 working days of the evaluatee’s hire, return to work, or establishment of standards for the role. The Superintendent or designee (if not the supervisor) will receive and approve this form within an additional 5 working days.**

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| **Mark the reason for needing an adjusted timeframe:** | |
| * **Late Hire** | * **Extended Leave** |
| **Date of hire: \_\_\_\_\_\_\_\_\_\_; Calendar Days: \_\_\_\_\_\_** | **Dates of leave: \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_ ; Calendar Days: \_\_\_\_\_\_** |

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| **District Certified Staff Measure** | **Original Timeline** | **Adjusted Timeline** |
| Self-Reflection | Sept 30 (or 2 wk after embargo release) |  |
| Professional Growth Goal  Student Growth Goal | Sept 30 (or 2 wk after embargo release) |  |
| Site Visits/Observation  --Site Visit 1/Observation  --Site Visit 2/Observation  \*Formal Site Visit not required for some district certified staff, but supervisor uses Site Visit form to document evidence twice per year | Fall Semester  Spring Semester |  |
| Mid-Year Review  *\*May be completed in conjunction with site visit #1 post-conference* | December-January |  |

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| Evaluatee Signature: | Date: |
| Supervisor Signature: | Date: |
| Superintendent/Designee Signature: | Date: |