Developing Educator Plan Cycle

1 year

**Self-Assessment**
- By 10/1, educator submits summary of self-assessment

**Goals & Action Plans**
- By 10/1, evaluator meets with 1st year educators to assist with self-assessment and goal-setting
- By 10/1, educator proposes a student learning and a professional practice goal in EDFS
- By 11/1, evaluator completes educator plan by approving goals and action steps

**Plan Implementation**
- Educator and evaluator collect evidence through artifacts and observations
- Evaluator completes at least 1 announced and 4 unannounced observations in the 1st year and 1 announced and 3 unannounced in the 2nd/3rd years*.
- By 11/15, evaluator must complete first observation

**Formative Assessment**
- Midway through the cycle, evaluator prepares assessment and makes rating
- Evaluator and educator meet
- Rating determines next steps:
  - Proficient or Exemplary
    - Plan continues
  - Needs Improvement
    - Move to a Directed plan
  - Unsatisfactory
    - Move to an Improvement plan

**Summative Evaluation**
- At the end of the cycle, evaluator prepares assessment and decides rating
- Rating determines next steps:
  - Exemplary or Proficient
    - Move to a Self-Directed plan
  - Needs Improvement
    - Move to a Directed plan
  - Unsatisfactory
    - Move to an Improvement plan

* Unannounced observation requirements apply to either years of practice or years at the school