



# APPRAISAL/JOB DESCRIPTION REVIEW CALENDAR & TIMELINE FOR 2009-2010 SCHOOL YEAR

## General information:

By November 1, 2009 the Superintendent, principals, other administrators and supervisors should review and discuss the appraisal process with all employees (except teachers) under their supervision. Please refer to school Board Policy DN (Local).

## Job Description Review:

During your summative conference with each employee, job descriptions must be reviewed. Complete Job Description Review and return requested information with Human Resource's copy of appraisal (original copy).

## Paraprofessional and Auxiliary Personnel:

- **May 3, 2010** Draft copy of appraisal forms due to COO for Support Operations employees
- **May 27, 2010** Appraisal and summary conferences are to be completed for all paraprofessional and auxiliary personnel.
- **June 7, 2010** One copy (the original) of the completed signed appraisal and the job description review form are due in the Office of Human Resources for all paraprofessional and auxiliary personnel.

## Teachers and all other Non-Administrative Professional Personnel:

- **May 13, 2010** Appraisals and summary conferences are to be completed for teachers (PDAS), counselors, librarians, nurses, diagnosticians, therapists, and technologists.
- **June 7, 2010** One copy (the original) of the completed signed appraisal (PDAS long form for teachers) is due in the Office of Human Resources for all teachers, counselors, librarians, nurses, and Special Education professional personnel, and technologists. For these positions **ONLY** attach a job description review form if changes are being recommended.

## Administrators:

- **June 30, 2010** Appraisals and summary conferences are to be completed on all administrators based on performance during 2008-2009 school year. (Asst. Superintendents, Executive Directors, Directors, Coordinators, Principals, Assistant Principals, etc.).
- **July 10, 2009** One copy (the original) of the completed signed appraisal and the job description review form are due in the Office of Human Resources for all administrators.

**NOTE:** Completed appraisals, with attached job descriptions and PDAS evaluations for teachers, should be sent to Human Resources in alphabetical order. Thank you for your help with this process.