

## Summative Evaluation Process

The **purpose** of the summative evaluation is to **determine if standards are being met**. The educator and supervisor review goals and lines of evidence for the entire evaluation cycle.

Provisional educator (twice yearly – submitted November 15 and March 15)

Career educator (usually fifth year with license renewal – submitted May 15)

### Provisional Educators

Timeline	PG&E Activities for provisional educator and supervisor
August – September	<ul style="list-style-type: none"><li>Provisional educators – complete online self-assessment and set goals in Frontline during beginning of the year goal setting meeting. Must have a stakeholder input goal. Due by September 30.</li></ul>
October – November	<ul style="list-style-type: none"><li>Provisional educators – determine lines of evidence for Professional Growth Plan in Frontline.</li><li>Supervisor prepares Summative Evaluation Summary and submits to School Leadership and Instruction Director. This information will be placed in the educator’s district personnel file. Due by November 15.</li></ul>
December – January	<ul style="list-style-type: none"><li>Supervisor and Educator – Online Review of Professional Growth Plan Mid-Year Report. Due by January 31.</li><li>Educator – gather lines of evidence for summative evaluation.</li></ul>
February - March	<ul style="list-style-type: none"><li>Supervisor prepares Summative Evaluation Summary and submits to School Leadership and Instruction Director. This information will be placed in the educator’s district personnel file. Due by March 15.</li></ul>
April - May	<ul style="list-style-type: none"><li>Supervisor and Educator – complete Professional Growth Plan Year-End Report in Frontline.</li></ul>

### Career Educators

Timeline	PG&E Activities for provisional educator and supervisor
July – September	<ul style="list-style-type: none"><li>Career educators – complete self-assessment and set goals in Frontline during beginning of the year goal setting meeting. Must have a stakeholder input goal. Due by September 30.</li><li>Career educators – determine lines of evidence for Professional Growth Plan.</li></ul>
October – November	<ul style="list-style-type: none"><li>Career educators – continually improve practice. Work toward completion of growth goals.</li><li>Career educators – continue to assemble lines of evidence in preparation for Professional Growth Plan Year-End Report.</li></ul>
December – January	<ul style="list-style-type: none"><li>Supervisor and Educator – Online review of Professional Growth Plan Mid-Year Report. Due by January 31.</li><li>Educator – gather lines of evidence for summative evaluation.</li></ul>
March - May	<ul style="list-style-type: none"><li>Supervisor prepares <i>Summative Evaluation Summary</i> and submits to district personnel file. Due by May 15.</li></ul>
April - May	<ul style="list-style-type: none"><li>Supervisor and Educator – complete Professional Growth Plan Year-End Report in Frontline.</li></ul>