

Non-Instructional Employee Evaluation Timeline 2025-2026

Timeline	Evaluation Process
August 11 - October 10, 2025	<u>Required:</u> Self-Evaluation must be completed by employee <i>For employees hired after non-instructional employee start date, must be completed no later than the first 45 student days after employment start date.</i>
August 11 - October 10, 2025	<u>Optional:</u> Professional/Job-Related Personal Goal created by employee <i>Employee may list a professional or job-related personal goal to work on during the school year.</i>
August 11 - October 10, 2025	<u>Optional:</u> Beginning of the Year Conference between employee & supervisor <i>Conference may take place if requested by the administrator and/or the non-instructional personnel.</i>
January 7 – 30, 2026	<u>Optional:</u> Interim Evaluation Conference between employee & supervisor <i>Conference may take place if requested by the administrator and/or the non-instructional personnel.</i>
April 20 – May 13, 2026	<u>Required:</u> Summative Evaluation & Conference between employee & supervisor <i>Supervisor finalizes employee's summative evaluation. Conferences are required.</i>
April 20 – June 30, 2026	<u>Optional:</u> Summative Reflections/Comments by Employee <i>After the summative evaluation is finalized, the employee may review the final evaluation and enter optional reflections/comments as desired.</i>

Note:

AFSCME, Educational Support Personnel (ESP), and Paraeducator evaluations must be conducted in JOURNEY. Paper-based evaluation forms should no longer be used for these employee groups.