

SAU 16 Supervision and Evaluation Process For Professional Employees
At-A-Glance Timetable and Program Overview *
2007-2008

Self-Assessments	<ul style="list-style-type: none"> • In year 1 of Certification Cycle: Professional employee completes a self-assessment using Core Standards resulting in a three year personal professional goal. Employees new to the SAU but in the middle of a certification cycle, should also complete a self-assessment when setting their annual goals
Submit between May 15 & September 30	<ul style="list-style-type: none"> • In years 1, 2, and 3 of Certification Cycle: Three annual goals (1 SAU-related, 1 building-related, 1 personal professional)
Complete between Sept 30 & Oct 15	<ul style="list-style-type: none"> • Goals conferencing between teachers and administrators
Submit by October 1	<ul style="list-style-type: none"> • Statement of intent for experienced teacher choosing Intern Mentoring, Professional Activities, Individual Plan
By October 15	<ul style="list-style-type: none"> • First formal observation by administrators for first year teachers
Submit by Oct 15	<ul style="list-style-type: none"> • Written Statement of purpose for experienced teachers choosing Portfolio, Reflective Journal, Peer Collaboration, Case Study
By November 1	<ul style="list-style-type: none"> • First formal observation for second year teachers by administrators
By December 20	<ul style="list-style-type: none"> • Second formal observation by administrators for first year teachers
On-going	<ul style="list-style-type: none"> • Unannounced observations by administrators of experienced teachers per document
By February 1	<ul style="list-style-type: none"> • Formal observation by administrators for third year teachers • Unannounced observation completed by administrators for second/third year teachers
By March 15	<ul style="list-style-type: none"> • Formal observation of experienced teachers per requirement (once in 3 year cycle) by administrators

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- Formal observation by administrators of experienced teachers choosing formal observation (annual choice)
- Recommended Dates:
Submit by May 1
- End of Year Summaries by all teachers to Administrators
- By June 1
- Product and written narrative for experienced teachers choosing Portfolio, Reflective Journal, Peer Collaboration, Case Study
- By June 10
- Summative Evaluations written by administrators for first year teachers
- By June 15 or
Close of School
(whichever is earlier)
- Summative Evaluations written by administrators for second/third year teachers
 - Summative Evaluations written by administrators for experienced teachers completing certification cycle
 - * Individual professional employee timelines may differ based on Professional Goals and Plan developed by the professional employee and the administrator