

# Appendix A-11

## Calaveras Unified School District

### **Tier III - Timeline**

### **Professional Assistance**

❑ Informed of placement on Tier III	30 days prior to the last day of school
❑ Receive Professional Assistance Plan developed by site administrator	By the end of prior year
❑ Pre-conference with site administrator prior to formal observation	2 school days (of mutual attendance)
❑ Formal observation by site administrator	Within first 8 weeks of instruction
❑ Post-conference with site administrator	Within 5 school days (of mutual attendance) of formal observation
❑ Pre-conference with site administrator	2 school days (of mutual attendance) prior to formal observation
❑ Formal observation by site administrator	Prior to winter break
❑ Post-conference with site administrator	Within 5 school days (of mutual attendance) of formal observation
❑ Administrative Evaluation Summary Report presented to teacher	2 school days (of mutual attendance) prior to summative evaluation
❑ Evaluation summary conference	Prior to January 31st
❑ Pre-conference with site administrator	2 school days (of mutual attendance) prior to formal observation
❑ Formal observation by site administrator	By March 1st
❑ Post-conference with site administrator	Within 5 school days (of mutual attendance) of formal observation
❑ Administrative Evaluation Summary Report presented to teacher	2 school days (of mutual attendance) prior to summative evaluation
❑ Evaluation summary conference	Prior to March 15 <sup>th</sup>
❑ PAR Panel meeting	Prior to April 1 <sup>st</sup>
❑ PAR report / evaluation present to School Board	Thirty (30) days prior to the last day of school in accordance with Education Code.