

Calaveras Unified School District

**TIER I – TIMELINE
DIRECT SUPERVISION**

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| <input type="checkbox"/> Meet with site administrator to develop Individual Development Plan | Within first 4 weeks of instruction |
| <input type="checkbox"/> Pre-conference with site administrator | 2 school days (of mutual attendance) prior to formal observation |
| <input type="checkbox"/> Formal observation by site administrator | Within first 8 weeks of instruction |
| <input type="checkbox"/> Post-conference with site administrator | Within 5 school days (of mutual attendance) of formal observation |
| <input type="checkbox"/> Pre-conference with site administrator | 2 school days (of mutual attendance) prior to formal observation |
| <input type="checkbox"/> Formal observation by site administrator | Prior to winter break |
| <input type="checkbox"/> Post-conference with site administrator | Within 5 school days (of mutual attendance) of formal observation |
| <input type="checkbox"/> Administrative Evaluation Summary Report presented to teacher | 2 school days (of mutual attendance) prior to summative evaluation |
| <input type="checkbox"/> Evaluation Summary Conference | Prior to January 31 st |
| <input type="checkbox"/> Pre-conference with site administrator | 2 school days (of mutual attendance) prior to formal observation |
| <input type="checkbox"/> Formal observation by site administrator | Prior to April 1 st |
| <input type="checkbox"/> Post-conference with site administrator | Within 5 school days (of mutual attendance) of formal observation |
| <input type="checkbox"/> Administrative Evaluation Summary Report presented to teacher | 2 school days (of mutual attendance) prior to summative evaluation |
| <input type="checkbox"/> Evaluation Summary Conference | 30 days prior to the last day of school in accordance with Education Code |