

# Administrator Checklist

## Important Dates

### For Beginning Administrator

<u>Activity</u>	<u>Completed By</u>
1 <sup>st</sup> Obser/Post Obser	Nov. 30
2 <sup>nd</sup> Obser/Post Obser	March 1
3 <sup>rd</sup> Obser/Post Obser	April 30

### For New Administrator

<u>Activity</u>	<u>Completed By</u>
1 <sup>st</sup> Obser/Post Obser	Nov. 30
2 <sup>nd</sup> Obser/Post Obser (and Summative Meeting)	April 30

### For Career Administrator

<u>Activity</u>	<u>Completed By</u>
1 <sup>st</sup> Obser/Post Obser	Nov. 30
Sum. Meeting, BOE	April 30

### All Administrators

Career Development Plan Conversation: Completed By April 1

Administrator: \_\_\_\_\_

Folder Number: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Folder Number: \_\_\_\_\_

### Scheduled Observation(s)

Pre-Conference date: \_\_\_\_\_ Teacher Initials: \_\_\_\_\_ Evaluator Initials: \_\_\_\_\_

Observation date: \_\_\_\_\_ Teacher Initials: \_\_\_\_\_ Evaluator Initials: \_\_\_\_\_

Post-Conference date: \_\_\_\_\_ Teacher Initials: \_\_\_\_\_ Evaluator Initials: \_\_\_\_\_

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Pre-Conference date: \_\_\_\_\_ Teacher Initials: \_\_\_\_\_ Evaluator Initials: \_\_\_\_\_

Observation date: \_\_\_\_\_ Teacher Initials: \_\_\_\_\_ Evaluator Initials: \_\_\_\_\_

Post-Conference date: \_\_\_\_\_ Teacher Initials: \_\_\_\_\_ Evaluator Initials: \_\_\_\_\_

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Pre-Conference date: \_\_\_\_\_ Teacher Initials: \_\_\_\_\_ Evaluator Initials: \_\_\_\_\_

Observation date: \_\_\_\_\_ Teacher Initials: \_\_\_\_\_ Evaluator Initials: \_\_\_\_\_

Post-Conference date: \_\_\_\_\_ Teacher Initials: \_\_\_\_\_ Evaluator Initials: \_\_\_\_\_

### Unscheduled Observation(s)

Observation date: \_\_\_\_\_ Teacher Initials: \_\_\_\_\_ Evaluator Initials: \_\_\_\_\_

Post-Conference date: \_\_\_\_\_ Teacher Initials: \_\_\_\_\_ Evaluator Initials: \_\_\_\_\_

### Body of Evidence

Summative Conference date: \_\_\_\_\_ Teacher Initials: \_\_\_\_\_ Evaluator Initials: \_\_\_\_\_

### Career Development Plan Conversation

Conversation Meeting date: \_\_\_\_\_ Teacher Initials: \_\_\_\_\_ Evaluator Initials: \_\_\_\_\_