



2018-2019 Richmond County School System Leader Keys Effectiveness System (LKES),  
Teacher Keys Effectiveness System (TKES), and Contributing Professionals Timeline

August	
	<ul style="list-style-type: none"> <li>Principal lead faculty orientation.</li> <li>Complete SMART Goal Tutorial</li> </ul>
September	
21 <sup>st</sup>	Orientations completed and signed- off on for all teachers & leaders.
28 <sup>th</sup>	Contributing Professionals, Teachers, and Leaders complete PLGs or PLPs.
October	
15 <sup>th</sup>	Pre-Evaluation Conferences completed and signed- off on for <b>all employees</b> ( <i>remediation plans completed and reviewed</i> )
31 <sup>st</sup>	Principal/Evaluator conducts and completes the first Walkthrough (10 minutes, targeted standards) per teacher.
	Teachers continue the Familiarization process and participate in job-embedded professional learning through PLCs.
November	
30 <sup>th</sup>	Principal/Evaluator conducts and completes the second Walkthrough (10 minutes, targeted standards) for teachers on a FULL PLAN.
	Teachers continue the Familiarization process and participate in job-embedded professional learning through PLCs.

December	
20 <sup>th</sup>	Principal/Evaluator conducts and completes Formative Assessment (30 minutes, all standards) for teachers on FULL PLAN. Principal/Evaluator conducts and completes Formative Assessment (30 minutes, all standards) for teachers on FLEX PLAN if applicable.
4 <sup>th</sup> -20 <sup>th</sup>	Principal/Evaluator begin Mid-Year Evaluation Conference with <b>all employees</b> .
	Teachers continue the Familiarization process and participate in job-embedded professional learning through PLCs.

January	
11 <sup>th</sup>	Formative Assessment and Mid-Year Conference completed and signed-off on for all leaders
11 <sup>th</sup>	Principal/Evaluator completes and signs-off on Mid-Year Evaluation Conference with employees (if applicable).
	Teachers continue the Familiarization process and participate in job-embedded professional learning through PLCs.
February	
8 <sup>th</sup>	Principal/Evaluator conducts and completes the third Walkthrough (10 minutes, targeted standards) for teachers on a FULL PLAN
	Teachers continue the Familiarization process and participate in job-embedded professional learning through PLCs.
March	
8 <sup>th</sup>	Principal/Evaluator conducts and completes the fourth Walkthrough (10 minutes, targeted standards) for teachers on a FULL PLAN
	Teachers continue the Familiarization process and participate in job-embedded professional learning through PLCs.
April	
26 <sup>th</sup>	Principal/Evaluator conducts and completes second Formative Assessment (30 minutes, all standards) for teachers on a FULL PLAN. Principal/Evaluator conducts and completes Formative Assessment (30 minutes, all standards) for teachers on FLEX PLAN if applicable.
26 <sup>th</sup>	Principal/Evaluator conducts a cumulative total of four Walkthroughs and two Formative Assessments for teachers on a FULL PLAN. Principal/Evaluator conducts a cumulative total of one Walkthrough and one Formative Assessment for teachers on a FLEX PLAN.
	Teachers continue the Familiarization process and participate in job-embedded professional learning through PLCs.
May	
10 <sup>th</sup>	<b>ALL TKES and LKES SUMMATIVE ASSESSMENT COMPLETED – SUMMATIVE EVALUATIONS COMPLETED ON ALL EMPLOYEES</b>
17 <sup>th</sup>	<b>ALL TKES and LKES SUMMATIVE CONFERENCES COMPLETED – SUMMATIVE COMFERENCES COMPLETED FOR ALL EMPLOYEES</b>