



**DISTRICT APPRAISAL DEADLINES
2011-2012**

Appraisals	Due Date To HR	Action/contracts
<ul style="list-style-type: none"> • Associate Superintendents • Assistant Superintendents • Area Superintendents • Directors • Coordinators • Principals • Assoc./ Asst. Principals 	February 17	Contracts approved at February or March Board Meeting
<ul style="list-style-type: none"> • Teachers • Media Specialists • Nurses • Counselors • Special Ed Professionals • Behavior Specialist • Instructional Technologists 	<p style="text-align: center;">Summative conferences held no later than May 10.</p> <p style="text-align: center;">Due to Area Supt per checkout procedure</p>	Proposed non-renewals/terminations at March Board meeting, approval of non-renewals and terminations April Board meeting, contracts sent end of May.
<ul style="list-style-type: none"> • Head Varsity Coaches 	3 weeks after season or playoffs	Same timeline as teachers
<ul style="list-style-type: none"> • Special Education Support Staff • Cafeteria workers • Bus drivers and aides 	May 14	Letters of Reasonable Assurance end of May
<p>All paraprofessionals</p> <ul style="list-style-type: none"> • Central • Campus • Technology 	May 14	Letters of Reasonable Assurance issued for all employees not on a contract except 261 day employees
<ul style="list-style-type: none"> • Maintenance/Custodian/Transportation - 261 day employees 	July 20	No letter of Reasonable Assurance or contract issued