

Navajo Preparatory School, Inc.
Evaluation Deadlines SY 20-21

Administration

<i>What needs to be done?</i>	Due Date
Presentations on Blood Borne Pathogens, Child Abuse, Harassment & Bullying, Evaluation Procedures for all staff, FMLA	Must complete within 30 working days of hire.
Professional Development Plan (PDP)	Due Sept 15 th to Head of School
PDP Mid-Year Review	Completed by Jan 31 st by Head of School
Complete Packet: PDP, Mid-Year Review, Reflection on PDP	Due to HR by May 15 th
Annual Evaluation	Due to HR by March 15 th
Letters of Non-Renewal	Due to HR by March 25 th

Certified Teaching Staff

<i>What needs to be done?</i>	Due Date
Presentations on Blood Borne Pathogens, Child Abuse, Harassment & Bullying, Evaluation Procedures for all staff, FMLA	Must complete within 30 working days of hire.
Professional Development Plan (PDP)	Due Sept 15 th to Supervisor
PDP Mid-Year Review	Completed by Jan 31 st by Supervisor
Complete Packet: PDP, Mid-Year Review, Reflection on PDP	Due to HR by May 15 th
Annual Evaluation	Due to HR by March 15 th
Letters of Non-Renewal	Due to HR by March 25 th

Certified, Non-Teaching Staff (Counselors, Nurse, Professional Staff, Coaches)

<i>What needs to be done?</i>	Due Date
Presentations on Blood Borne Pathogens, Child Abuse, Harassment & Bullying, Evaluation Procedures for all staff, FMLA	Must complete within 30 working days of hire.
Professional Development Plan (PDP)	Due Sept 15 th to Supervisor
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Non-Certified Staff

(Office Staff, Nurse's Assistant, Maintenance Workers, Custodians, Food Service Workers, Transportation)

<i>What needs to be done?</i>	Due Date
Presentations on Blood Borne Pathogens, Child Abuse, Harassment & Bullying, Evaluation Procedures for all staff, FMLA	Must complete within 30 working days of hire.
Professional Development Plan (PDP)	Due Sept 30 th to Supervisor
PDP Mid-Year Review	Completed by Jan 31 st by Supervisor
Complete Packet: PDP, Mid-Year Review, Reflection on PDP	Due to HR by May 15 th
Annual Evaluation	Due to HR by March 15 th
Letters of Non-Renewal	Due to HR by March 25 th