



RIALTO UNIFIED SCHOOL DISTRICT PERSONNEL SERVICES

182 East Walnut Avenue, Rialto, CA 92376 (909)820-7700 ext. 2400

INTEROFFICE MEMORANDUM

TO: Support Team, Principals, and Agents

FROM: Rhea McIver Gibbs, Ed.D., Lead Personnel Agent, Personnel Services
Rhonda Kramer, Lead Personnel Agent, Personnel Services

DATE: August 23, 2022

RE: 2022/2023 EVALUATION DUE DATES

Below are the due dates for evaluations of Certificated Teachers, Certificated Administrators, and Classified Managers. Feel free to contact us if you have any questions.

CERTIFICATED TEACHERS

	Acquaint Evaluates w/procedures (first 20 school days)	Pre-Evaluation (within first 40 school days)	Interim Evaluation (approximately midway 75 school days)	Final Evaluation (no later than 30 school days before last scheduled school day)
Elementary and Secondary	August 31, 2022	September 29, 2022	<u>Conference</u> November 18, 2022	April 21, 2023
			<u>Interim Evaluation Report</u> January 13, 2023	

DUE DATES for CERTIFICATED ADMINISTRATORS and CLASSIFIED MANAGERS

Initial Conference	Interim Evaluation	Final Evaluation
July 1, 2022 – September 1, 2022	January 13, 2023	30 Calendar days prior to employees' last work day

Reminder: Pre-evaluations and interim evaluations must be submitted to Personnel Services with the final evaluation if the employee receives and Unsatisfactory or Satisfactory with Assistance Needed (SWAN)