

TRENTON BOARD OF EDUCATION
EVALUATION TIMELINE
CLASSIFIED STAFF
(Secretaries, Paraprofessionals, Parent Liaisons and Non-Certificated Employees)
2017 – 2018

All classified staff are to be evaluated annually.

<i>Date</i>	<i>Task</i>
April 20, 2018	Final Summative Evaluations with original signatures must be submitted to the Manager, Talent Development.
April 26, 2018	Recommendations for non-renewals, withholding of increments and tenure charges with supporting documentation, are submitted to the Chief Talent Officer.

All original documents must be submitted to the Office of Talent Acquisition and Development on or before the designated deadlines.

Board Approved 8.28.17