**PLANIFICAREA ACTIVITATII**

**PENTRU ASIGURAREA CALITATII EDUCATIEI**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Denumirea activitatii** | **Frecventa** | **Sept.** | **Oct.** | **Nov.** | **Dec.** | **Ian.** | **Febr.** | **Martie** | **Apr.** | **Mai** | **Iunie** |
| **Numirea responsabilului si constituirea comisiei** | **Anual** | **☼** |  |  |  |  |  |  |  |  |  |
| **Planul operational** | **Anual** | **☼** |  |  |  |  |  |  |  |  |  |
| **Evaluare initiala** | **Anual** | **☼** |  |  |  |  |  |  |  |  |  |
| **Autoevaluarea** | **Anual** |  |  |  |  |  |  |  |  |  | **☼** |
| **Portofoliile cadrelor didactice** | **Lunar** | **☼** | **☼** | **☼** | **☼** | **☼** | **☼** | **☼** | **☼** | **☼** | **☼** |
| **Portofoliile copiilor** | **Lunar** | **☼** | **☼** | **☼** | **☼** | **☼** | **☼** | **☼** | **☼** | **☼** | **☼** |
| **Observarea activităţilor si completarea fiselor de observare** | **Lunar** | **☼** | **☼** | **☼** | **☼** | **☼** | **☼** | **☼** | **☼** | **☼** | **☼** |
| **Raport de autoevaluare final** | **Anual** |  |  |  |  |  |  |  |  |  | **☼** |
| **Plan de imbunatatire** | **Anual** |  |  |  |  |  |  |  |  |  | **☼** |
| **Sortarea,pastrarea si verificarea materialelor si dovezilor** | **Lunar** | **☼** | **☼** | **☼** | **☼** | **☼** | **☼** | **☼** | **☼** | **☼** | **☼** |
| **Rezolvarea contestatiilor** | **Lunar (ori de cate ori este necesar)** | **☼** | **☼** | **☼** | **☼** | **☼** | **☼** | **☼** | **☼** | **☼** | **☼** |
| **Verificarea documentelor oficiale** | **Trimestrial** |  |  | **☼** |  |  | **☼** |  |  |  | **☼** |