

2018-2019 COMPASS Timeline: Employees

August 2018	KEY PEOPLE	KEY ACTIONS	KEY DATES
Student Learning Targets (SLTs)	Employees	Review SLT guidance for your grade/subject	By Fri, 8/31
		Submit Teacher Created Assessments (if necessary)	By Wed, 9/05
Observations	Evaluators	Begin Observation Cycle 1 (Formal): Schedule Pre-Conferences with teachers (5 days); enter observation data within 10 days of conducting the observation	By Mon, 9/10
September 2018	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	- New employees: Register in CIS - Return employees: Update Login Code & Password	By Wed, 9/12
		Administer assessment and gather baseline data (including: Fitness Gram, Teacher-Created Assessment, etc.)	By Fri, 9/14
October 2018	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	- Enter Student Learning Targets in CIS - Submit SLT calculator/baseline data to evaluator	By Fri, 10/05
Observations	Evaluators	Observation Cycle 1 continues: Schedule Pre-Conferences with teachers (5 days); enter observation data within 10 days of conducting the observation	Ongoing
PGPs	Employees	Enter Professional Growth Plan in CIS	By Fri, 10/26
November 2018	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	Pre-K Teachers ONLY: Enter SLTs into CIS	By Wed, 11/07
Observations	Evaluators	Observation Cycle 1 continues: Schedule Pre-Conferences with teachers (5 days); enter observation data within 10 days of conducting the observation	ongoing
Fall Break is Monday, November 20th – Friday, November 24th			
December 2018	KEY PEOPLE	KEY ACTIONS	KEY DATES
Student Learning Targets (SLTs)	Employees	Teachers with Semester SLTs ONLY: Compile data on 1 st semester SLTs	By Wed, 12/19
Observations	Evaluators	Complete Cycle 1 Observations	By Fri, 12/14
Winter Break is Monday, December 24th – Friday, January 4th			

Compass Information: <http://jpschools.org/department/datainstructional-performance/>

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January 2019	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees (Teachers with Semester SLTs ONLY)	Report the Results on 1 st Semester SLTs in CIS	By Fri, 1/11
		Submit Teacher Created Assessments (if necessary)	By Fri, 1/11
		- Administer assessments and gather baseline data - Enter 2 nd Semester SLTs in CIS	By Fri, 1/18
Observations	Evaluators	- Begin Cycle 2 (Informal): Enter observation data within 10 days of conducting the observation	By Fri, 1/11
February – April 2019	KEY PEOPLE	KEY ACTIONS	KEY DATES
Mardi Gras break is Monday, March 4th – Friday, March 8th			
Observations	Evaluators	Observation Cycle 2 continues: Enter observation data within 10 days of conducting the observation	ongoing
Spring Break is Friday, March 19th – Tuesday, March 23rd			
May 2019	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	- Administer End of the Year (EOY) assessments and gather data - Report the Results on SLTs in CIS	See EOY Testing Windows
Observation	Evaluators	Complete Cycle 2 Observations	By Fri, 5/03
		Enter Cycle 2 Observations into CIS	By Fri, 5/17
Evaluations	Evaluators	- Complete Final Evaluation of all employees in CIS	By Fri, 5/24
		- Conduct End of the Year conversation with employees	

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