

Checklist for Completing the 2015-16 Compass Process

Reporting Results in CIS (see link below for full guidance):

<http://jpschools.org/wp-content/uploads/2016/03/Reporting-SLT-Results-in-CIS.pdf>

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| <p><u>Employees:</u></p> <ul style="list-style-type: none"> - Print and complete the <i>SLT Attendance</i> SQL report from Infinite Campus - Gather end of year student data AND/OR Administer and score post-assessment - Report end of year results in CIS - Provide post-assessment data & Exclusion Form to administrator | <p><u>Evaluators:</u></p> <ul style="list-style-type: none"> - Review post-assessment data & Exclusion Form - Ensure that results were reported accurately in CIS - Rate SLT in CIS <p>**NOTE: Teachers should be encouraged to complete this process as soon as data is available so that you have ample time to complete evaluations.</p> |
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Completing the Evaluation in CIS (see link below for full guidance):

<http://jpschools.org/wp-content/uploads/2016/03/Completing-the-Compass-Process.pdf>

Teacher, Librarian and Counselor evaluations must be completed by **Friday, May 26.**

Principal, Assistant Principal and Dean evaluations must be completed by **Wednesday, June 8.**

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| <p><u>Employees:</u></p> <ul style="list-style-type: none"> - Review submitted Evaluation in CIS | <p><u>Evaluators:</u></p> <ul style="list-style-type: none"> - Rate each SLT - Enter the Professional Practice rating from the provided TAP/CLASS conversion chart if applicable - Complete and submit Evaluation in CIS - Print a copy of Final Evaluation Report - Schedule final evaluation conversation |
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Conducting the Final Evaluation Conversation

Teacher, Librarian and Counselor conversations must be conducted by **Friday, May 26.**

Principal, Assistant Principal and Dean conversations must be conducted by **Wednesday, June 8.**

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| <p><u>Employees:</u></p> <ul style="list-style-type: none"> - Come to conversation prepared to discuss overall evaluation results and potential next steps for improvement | <p><u>Evaluators:</u></p> <ul style="list-style-type: none"> - Review evaluation and prepare conversation starters to discuss overall strengths and areas of growth - Suggest next steps for improvement during the 2015-16 school year |
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Evaluation Documents

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| <p><u>Employees:</u></p> <ul style="list-style-type: none"> - Sign all evaluation documents - Retain a copy for your records | <p><u>Evaluators:</u></p> <ul style="list-style-type: none"> - Ensure that employees sign the following documents: <ol style="list-style-type: none"> 1. Print-out of Final Evaluation Report from CIS 2. Grievance Process Notification Form 3. Print-out of Exclusion from Results Form from Infinite Campus - Retain a copy of all forms for your records - Submit signed forms to your Compass contact by: <ul style="list-style-type: none"> - Wednesday, June 1 for Teachers, Librarians, Counselors - Friday, June 10 for Principals, Asst. Principals and Deans |
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