

## 2016-2017 COMPASS Timeline: Evaluators

August 2016	KEY PEOPLE	KEY ACTIONS	KEY DATES
<b>Student Learning Targets (SLTs)</b>	Employees	<b>District Created Common Assessments:</b> Administer pre-assessments (Assessments will be delivered to schools the week of 8/19)	Week of 8/22
		Review SLT guidance for your grade/subject	By Fri, 8/26
		Submit Teacher Created Assessments (if necessary)	By Wed, 8/31
	Evaluators	Conduct Compass overview for employees	By Fri, 8/26
		Log into CIS and assign evaluators to employees	By Fri, 8/31
<b>Observations</b>	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, 8/29
September 2016	KEY PEOPLE	KEY ACTIONS	KEY DATES
<b>SLTs</b>	Employees	- New employees: Register in CIS - Return employees: Update Login Code & Password	By Tues, 9/13
		Administer assessment and gather baseline data (including: Fitness Gram, Teacher-Created Assessment, etc.)	By Fri, 9/16
	Evaluators	- Review Teacher Created Assessments - Submit approved assessments and Quality Assessment Checklists to Compass contact	By Tues, 9/13
<b>PGPs</b>	Evaluators	Complete your school's plan and share it with teachers	By Mon, 9/12
<b>IAPs</b>	Evaluators	- Conduct Special Conference for all required IAPs - Submit IAP Documents to the Executive Director of Principal Performance for your region	By Mon, 9/19
October 2016	KEY PEOPLE	KEY ACTIONS	KEY DATES
<b>SLTs</b>	Employees	- Enter Student Learning Targets in CIS - Submit SLT calculator/baseline data to evaluator	By Fri, 10/07
	Evaluators	Review all submitted SLTs in CIS and provide feedback to teachers (as necessary)	By Fri, 10/14
		- Accept ALL teachers' SLTs in CIS (except Pre-K) - Submit SLT Acceptance Checklist to Compass contact	By Fri, 10/23
		- Enter Leader Student Learning Targets into SLT calculator - Submit calculator to Compass contact and Executive Director of Principal Performance	By Fri, 10/28
<b>Observations</b>	Evaluators	Observation Cycle 1 continues: Schedule Pre-Conferences with teachers (5 days); enter observation data within 10 days of conducting the observation	Ongoing
<b>PGPs</b>	Employees	Enter Professional Growth Plan in CIS	By Fri, 10/28
November 2016	KEY PEOPLE	KEY ACTIONS	KEY DATES
<b>SLTs</b>	Employees	<b>Pre-K Teachers ONLY:</b> Enter SLTs into CIS	By Wed, 11/09
<b>Observations</b>	Evaluators	Observation Cycle 1 continues: Schedule Pre-Conferences with teachers (5 days); enter observation data within 10 days of conducting the observation	ongoing
<b>Fall Break is Monday, November 21<sup>st</sup> – Friday, November 25<sup>th</sup></b>			

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December 2016	KEY PEOPLE	KEY ACTIONS	KEY DATES
<b>Student Learning Targets (SLTs)</b>	Employees	<b>Teachers with Semester SLTs ONLY:</b> Compile data on 1 <sup>st</sup> semester SLTs	By Wed, 12/21
<b>Observations</b>	Evaluators	Complete Cycle 1 Observations	By Fri, 12/16
<b>Winter Break is Thursday, December 22<sup>nd</sup> – Monday, January 2<sup>nd</sup></b>			
January 2017	KEY PEOPLE	KEY ACTIONS	KEY DATES
<b>SLTs</b>	Employees <b>(Teachers with Semester SLTs ONLY)</b>	Report the Results on 1 <sup>st</sup> Semester SLTs in CIS	By Fri, 1/06
		Submit Teacher Created Assessments (if necessary)	By Fri, 1/06
	Evaluators	- Administer assessments and gather baseline data - Enter 2 <sup>nd</sup> Semester SLTs in CIS	By Fri, 1/20
		Rate 1 <sup>st</sup> Semester SLTs in CIS	By Fri, 1/13
<b>Observations</b>	Evaluators	- Review Teacher Created Assessments - Submit approved assessments and Quality Assessment Checklists to Compass contact	By Tues, 1/20
		Review and Accept Teachers' SLTs in CIS	By Fri, 1/27
		- Begin Cycle 2 (Informal): Enter observation data within 10 days of conducting the observation	By Fri, 1/06
February – April 2017	KEY PEOPLE	KEY ACTIONS	KEY DATES
<b>Mardi Gras break is Monday, February 27<sup>th</sup> – Friday March 3<sup>rd</sup></b>			
<b>Observations</b>	Evaluators	Observation Cycle 2 continues: Enter observation data within 10 days of conducting the observation	ongoing
<b>Spring Break is Monday, April 17<sup>th</sup> – Monday, April 24<sup>th</sup></b>			
May 2017	KEY PEOPLE	KEY ACTIONS	KEY DATES
<b>SLTs</b>	Employees	- Administer End of the Year (EOY) assessments and gather data - Report the Results on SLTs in CIS	See EOY Testing Windows
<b>Observation</b>	Evaluators	Complete Cycle 2 Observations	By Fri, 5/05
		Enter Cycle 2 Observations into CIS	By Fri, 5/19
<b>Evaluations</b>	Evaluators	- Complete Final Evaluation of all employees in CIS - Conduct End of the Year conversation with employees	By Fri, 5/26
June 2017	KEY PEOPLE	KEY ACTIONS	KEY DATES
<b>Evaluations</b>	Evaluators	- Complete all leader Site Visits in CIS - Enter results into Leader SLT calculator and send to Compass contact and Executive Director of Principal Performance - Conduct End of the Year conversations with Leaders - Send all final evaluation paperwork to Compass contact	By Wed, 6/07