

2016-2017 TAP Timeline: Employees

August 2016	KEY PEOPLE	KEY ACTIONS	KEY DATES
Student Learning Targets (SLTs)	Employees	Review SLT guidance for your grade/subject	By Fri, 8/26
		Submit Teacher Created Assessments (if necessary)	By Wed, 8/31
September 2016	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	- New employees: Register in CIS - Return employees: Update Login Code & Password	By Tues, 9/13
		District Created Common Assessment: Administer pre-assessments (Assessments will be delivered to schools the week of 8/19)	Week of 8/22
		Administer assessment and gather baseline data (including: Fitness Gram, Teacher-Created Assessment, etc.)	By Fri, 9/16
		- Enter Student Learning Targets in CIS - Submit SLT calculator/baseline data to evaluator	By Fri, 10/07
Observations	Evaluators	Begin Observation Cycle 1 (Formal): Evaluator will schedule Pre-Conferences within 3 days prior to Observations and Post-Conferences are held within 5 days after the observation with teachers and submitted in CODE.	By Mon, 8/29
October 2016	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	Pre-K Teachers ONLY: Enter data into TS Gold online	By Wed, 11/02
Observations	Evaluators	Begin Observation Cycle 1 (Formal): Evaluator will schedule Pre-Conferences within 3 days prior to Observations and Post-Conferences are held within 5 days after the observation with teachers and submitted in CODE.	Ongoing
PGPs	Employees	Enter Professional Growth Plan in CIS	By Mon, 10/31
November 2016	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	Pre-K Teachers ONLY: Enter SLTs into CIS	By Wed, 11/09
Observations	Evaluators	Begin Observation Cycle 1 (Formal): Evaluator will schedule Pre-Conferences within 3 days prior to Observations and Post-Conferences are held within 5 days after the observation with teachers and submitted in CODE.	ongoing
Fall Break is Monday, November 21st – Friday, November 25th			
December 2016	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	Teachers with Semester SLTs ONLY: Compile data on 1 st semester SLTs	By Wed, 12/21
Observations	Evaluators	Complete Cycle 1 Observations using protocols from TAP	By Fri, 12/16
Winter Break is Thursday, December 22nd – Monday, January 2nd			

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January 2017	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, 1/06
		Submit Teacher Created Assessments (if necessary)	By Fri, 1/06
		- Administer assessments and gather baseline data - Enter 2 nd Semester SLTs in CIS	By Fri, 1/20
Observations	Evaluators	Begin Observation Cycle 2 (Informal): Observation is unscheduled. Observation is conducted with a Post-Conference held within 5 days and submitted in CODE.	By Fri, 1/06
February – April 2017	KEY PEOPLE	KEY ACTIONS	KEY DATES
Mardi Gras break is Monday, February 8th – Friday, March 3rd			
Observations	Evaluators	Begin Observation Cycle 2 (Informal): Observation is unscheduled. Observation is conducted with a Post-Conference held within 5 days and submitted in CODE.	ongoing
Spring Break is Monday April 17th – Monday, April 24th			
May 2017	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, 5/05
		Enter Cycle 2 Observations into CODE	By Fri, 5/12
Evaluations	Evaluators	- Complete Final Evaluation of all employees in CIS - Conduct End of the Year conversation with employees	By Fri, 5/26
Last Day for Employees: May 26 th All Compass evaluations are complete in CIS			

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