

2016-2017 TAP Timeline: Evaluators

August 2016	KEY PEOPLE	KEY ACTIONS	KEY DATES
Student Learning Targets (SLTs)	Employees	District Created Common Assessments: 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
Observations	Evaluators	Begin Observation Cycle 1 (Formal): Schedule Pre-Conference with teachers within 3 days prior to observation; conduct observation with Post-Conference within 5 days and submit in CODE	By Mon, 8/29
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
		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
		PGPs	Evaluators
IAPs	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
SLTs	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
Observations	Evaluators	Observation Cycle 1 (Formal) continues: Schedule Pre-Conference with teachers within 3 days prior to observation; conduct observation with Post-Conference within 5 days and submit in CODE	Ongoing
PGPs	Employees	Enter Professional Growth Plan in CIS	By Fri, 10/28
November 2016	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	Pre-K Teachers ONLY: Enter SLTs into CIS	By Wed, 11/09
Observations	Evaluators	Observation Cycle 1 (Formal) continues: Schedule Pre-Conference with teachers within 3 days prior to observation; conduct observation with Post-Conference within 5 days and submit in CODE	ongoing
Fall Break is Monday, November 21st – Friday, November 25th			

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December 2016	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, 12/21
Observations	Evaluators	Complete Cycle 1 Observations	By Fri, 12/16
Winter Break is Thursday, December 22nd – Monday, January 2nd			
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
	Evaluators	- Administer assessments and gather baseline data - Enter 2 nd Semester SLTs in CIS	By Fri, 1/20
		Rate 1 st Semester SLTs in CIS	By Fri, 1/13
Observations	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): Conduct Observation; Post-Conference within 5 days and submit in CODE	By Fri, 1/06
February – April 2017	KEY PEOPLE	KEY ACTIONS	KEY DATES
Mardi Gras break is Monday, February 27th – Friday March 3rd			
Observations	Evaluators	Observation Cycle 2 continues: Conduct Observation; Post-Conference within 5 days and submit 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
June 2017	KEY PEOPLE	KEY ACTIONS	KEY DATES
Evaluations	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