

## Checklist for Completing the 2016-2017 Compass Process

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

<http://jpschools.org/wp-content/uploads/2017/04/Reporting-SLT-Results-in-CIS.pdf>

<p><u>Employees:</u></p> <ul style="list-style-type: none"> <li>- Print and complete the <i>SLT Attendance</i> SQL report (Exclusion Form) from Infinite Campus</li> <li>- Gather end of year student data AND/OR Administer and score post-assessment</li> <li>- Report end of year results in CIS</li> <li>- Submit post-assessment data &amp; Exclusion Form</li> </ul>	<p><u>Evaluators:</u></p> <ul style="list-style-type: none"> <li>- Review post-assessment data &amp; Exclusion Form</li> <li>- Ensure that results were reported accurately in CIS</li> <li>- Rate SLT in CIS</li> </ul> <p><b>**NOTE:</b> 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/2017/04/Completing-the-Compass-Process.Evaluators-Guide.pdf>

Teacher, Librarian and Counselor evaluations must be completed by **Monday, May 29.**

Principal, Assistant Principal and Dean evaluations must be completed by **Wednesday, June 7.**

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

Teacher, Librarian and Counselor conversations must be conducted by **Monday, May 29.**

Principal, Assistant Principal and Dean conversations must be conducted by **Wednesday, June 7.**

<p><u>Employees:</u></p> <ul style="list-style-type: none"> <li>- Come to conversation prepared to discuss overall evaluation results and potential next steps for improvement</li> </ul>	<p><u>Evaluators:</u></p> <ul style="list-style-type: none"> <li>- Review evaluation and prepare conversation starters to discuss overall strengths and areas of growth</li> <li>- Suggest next steps for improvement during the 2017-2018 school year</li> </ul>
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### Evaluation Documents

<p><u>Employees:</u></p> <ul style="list-style-type: none"> <li>- Sign all evaluation documents</li> <li>- Retain a copy for your records</li> </ul>	<p><u>Evaluators:</u></p> <ul style="list-style-type: none"> <li>- Ensure that employees sign the following documents:             <ol style="list-style-type: none"> <li>1. Print-out of <b>Final Evaluation Report</b> from CIS OR <a href="#">Incomplete Compass Evaluation Form</a> (teachers with LEAP SLTs)</li> <li>2. <a href="#">Grievance Process Notification Form</a></li> <li>3. Print-out of <b>Exclusion from Results Form</b> from Infinite Campus</li> </ol> </li> <li>- Retain a copy of all forms for your records</li> <li>- <u>Hand-deliver or PONY signed forms</u> to your Compass contact by:             <ul style="list-style-type: none"> <li>- <b>Tuesday, May 30</b> for Teachers, Librarians, Counselors</li> <li>- <b>Wednesday, June 7</b> for Principals, Asst. Principals and Deans</li> </ul> </li> </ul>
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