

2017-2018 TAP Timeline: Employees

August 2017	KEY PEOPLE	KEY ACTIONS	KEY DATES
Student Learning Targets (SLTs)	Employees	Review SLT guidance for your grade/subject	By Fri, 8/25
		Submit Teacher Created Assessments (if necessary)	By Wed, 8/30
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, 8/28
September 2017	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	- New employees: Register in CIS - Return employees: Update Login Code & Password	By Tues, 9/12
		District Created Common Assessment: Administer pre-assessments (Assessments will be delivered to schools the week of 8/19)	TBD
		Administer assessment and gather baseline data (including: Fitness Gram, Teacher-Created Assessment, etc.)	By Fri, 9/15
October 2017	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	- Enter Student Learning Targets in CIS - Submit SLT calculator/baseline data to evaluator	By Fri, 10/06
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 Fri, 10/27
November 2017	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	Pre-K Teachers ONLY: Enter SLTs into CIS	By Wed, 11/08
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 20th – Friday, November 24th			
December 2017	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	Teachers with Semester SLTs ONLY: Compile data on 1 st semester SLTs	By Wed, 12/20
Observations	Evaluators	Complete Cycle 1 Observations using protocols from TAP	By Fri, 12/15
Winter Break is Thursday, December 21st – Tuesday, January 2nd			

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January 2018	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, 1/05
		Submit Teacher Created Assessments (if necessary)	By Fri, 1/05
		- Administer assessments and gather baseline data - Enter 2 nd Semester SLTs in CIS	By Fri, 1/19
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, 1/05
February – April 2018	KEY PEOPLE	KEY ACTIONS	KEY DATES
Mardi Gras break is Monday, February 12 th – Friday, February 16 th			
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 Friday, March 30 th – Friday, April 6 th			
May 2018	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, 5/04
		Enter Cycle 2 Observations into CODE	By Fri, 5/18
Evaluations	Evaluators	- Complete Final Evaluation of all employees in CIS - Conduct End of the Year conversation with employees	By Fri, 5/25
Last Day for Employees: May 25 th All Compass evaluations are complete in CIS			

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