

## 2017-2018 TAP Timeline: Evaluators

August 2017	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)	TBD
		Review SLT guidance for your grade/subject	By Fri, 8/25
		Submit Teacher Created Assessments (if necessary)	By Wed, 8/30
	Evaluators	Conduct Compass overview for employees	By Fri, 8/25
		Log into CIS and assign evaluators to employees	By Wed, 8/30
<b>Observations</b>	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, 8/28
September 2017	KEY PEOPLE	KEY ACTIONS	KEY DATES
<b>SLTs</b>	Employees	- New employees: Register in CIS - Return employees: Update Login Code & Password	By Tues, 9/12
		Administer assessment and gather baseline data (including: Fitness Gram, Teacher-Created Assessment, etc.)	By Fri, 9/15
	Evaluators	- Review Teacher Created Assessments - Submit approved assessments and Quality Assessment Checklists to Compass contact	By Tues, 9/12
<b>PGPs</b>	Evaluators	Complete your school's plan and share it with teachers	By Mon, 9/11
<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, 9/18
October 2017	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, 10/06
	Evaluators	Review all submitted SLTs in CIS and provide feedback to teachers (as necessary)	By Fri, 10/13
		- Accept ALL teachers' SLTs in CIS (except Pre-K) - Submit SLT Acceptance Checklist to Compass contact	By Fri, 10/20
		- Enter Leader Student Learning Targets into SLT calculator - Submit calculator to Compass contact and Executive Director of Principal Performance	By Fri, 10/27
<b>Observations</b>	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
<b>PGPs</b>	Employees	Enter Professional Growth Plan in CIS	By Fri, 10/27
November 2017	KEY PEOPLE	KEY ACTIONS	KEY DATES
<b>SLTs</b>	Employees	<b>Pre-K Teachers ONLY:</b> Enter SLTs into CIS	By Wed, 11/08
<b>Observations</b>	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
<b>Fall Break is Monday, November 20th – Friday, November 24<sup>th</sup></b>			

## 2016-2017 TAP Timeline: Evaluators

December 2017	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, 12/20
<b>Observations</b>	Evaluators	Complete Cycle 1 Observations	By Fri, 12/15
<b>Winter Break is Thursday, December 21<sup>st</sup> – Tuesday, January 2<sup>nd</sup></b>			
January 2018	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, 1/05
		Submit Teacher Created Assessments (if necessary)	By Fri, 1/05
	Evaluators	- Administer assessments and gather baseline data - Enter 2 <sup>nd</sup> Semester SLTs in CIS	By Fri, 1/19
		Rate 1 <sup>st</sup> Semester SLTs in CIS	By Fri, 1/12
<b>Observations</b>	Evaluators	- Review Teacher Created Assessments - Submit approved assessments and Quality Assessment Checklists to Compass contact	By Tues, 1/23
		Review and Accept Teachers' SLTs in CIS	By Fri, 1/26
		- Begin Cycle 2 (Informal): Conduct Observation; Post-Conference within 5 days and submit in CODE	By Fri, 1/05
February – April 2018	KEY PEOPLE	KEY ACTIONS	KEY DATES
<b>Mardi Gras break is Monday, February 12<sup>th</sup> – Friday, February 16<sup>th</sup></b>			
<b>Observations</b>	Evaluators	Observation Cycle 2 continues: Conduct Observation; Post-Conference within 5 days and submit in CODE	ongoing
<b>Spring Break is Friday, March 30<sup>th</sup> – Friday, April 6<sup>th</sup></b>			
May 2018	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, 5/04
		Enter Cycle 2 Observations into CODE	By Fri, 5/18
<b>Evaluations</b>	Evaluators	- Complete Final Evaluation of all employees in CIS - Conduct End of the Year conversation with employees	By Fri, 5/25
June 2018	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, 6/06