

Checklist for Completing the 2017-2018 Compass Process

Reporting Results in CIS

<u>Employees:</u> <ul style="list-style-type: none">- Print and complete the Exclusion from Results Form- Gather end of year student data AND/OR Administer and score post-assessment- Report end of year results in CIS- Submit post-assessment data & Exclusion Form to your evaluator.	<u>Evaluators:</u> <ul style="list-style-type: none">- Review post-assessment data & Exclusion Form- Ensure that results were reported accurately in CIS- Rate SLT in CIS **NOTE: Teachers should be encouraged to complete this process as soon as data is available so that you have ample time to complete evaluations.
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Completing the Evaluation in CIS

Teacher, Librarian and Counselor evaluations must be completed by **Friday, May 25**.

Leader site visits must be completed by **Thursday, June 7**.

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

Teacher, Librarian and Counselor conversations must be conducted by **Friday, May 25**.

Principal, Assistant Principal, and Dean site visit conversations must be conducted by **Thursday, June 7**.

<u>Employees:</u> <ul style="list-style-type: none">- Come to conversation prepared to discuss overall evaluation results and potential next steps for improvement	<u>Evaluators:</u> <ul style="list-style-type: none">- Review evaluation and prepare conversation starters to discuss overall strengths and areas of growth- Suggest next steps for improvement during the 2018-2019 school year
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Evaluation Documents

<u>Employees:</u> <ul style="list-style-type: none">- Sign all evaluation documents- Retain a copy for your records	<u>Evaluators:</u> <ul style="list-style-type: none">- Ensure that employees sign the following documents:<ol style="list-style-type: none">1. Print-out of Final Evaluation Report from CIS OR Incomplete Compass Evaluation Form (teachers with LEAP SLTs)2. Grievance Process Notification Form3. Exclusion from Results Form- Retain a copy of all forms for your records- <u>Hand-deliver or PONY signed forms</u> to your Compass contact by Wednesday, May 30 for Teachers, Librarians, Counselors
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