

2014-2015 COMPASS Timeline: Evaluators

August 2014	KEY PEOPLE	KEY ACTIONS	KEY DATES
Student Learning Targets (SLTs)	Employees	Review SLT guidance for your grade/subject	By Fri, 8/15
		Submit Teacher Created Assessments and/or Request to Use Alternate Guidance Form (if necessary)	By Wed, 8/27
	Evaluators	Conduct Compass overview for employees	By Fri, 8/22
		Submit Changes to CIS Form to Compass contact	By Fri, 8/22
		Log into CIS and assign evaluators to employees	By Wed, 8/27
September 2014	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	1-3 Literacy Teachers ONLY: Administer Fountas & Pinnell assessment	By Wed, 9/3
		- New employees: Register in CIS	By Mon, 9/8
		- Returning employees: Update Login Code & Password	
		Administer assessment and gather baseline data (including: District Created Assessment, Fitness Gram, Pre-K Checklist, Teacher-Created Assessment, etc.)	By Mon, 9/15
		- Enter Student Learning Targets in CIS	ongoing
		- Submit SLT calculator/baseline data to evaluator	
Evaluators	- Review Teacher-Created Assessments and Request to Use Alternate Guidance Forms	By Mon, 9/8	
	- Submit approved assessments and forms to Compass contact		
	Review all submitted SLTs and provide feedback to teachers (as necessary)	ongoing	
Observations	Evaluators	Begin Observation Cycle 1 (Formal): Schedule conferences with teachers (5 days); enter observation data within 10 days of conducting the observation.	By Tue, 9/2
PGPs	Evaluators	Complete your school's plan and share it with teachers	By Mon, 9/15
IAPs	Evaluators	Conduct Special Conference for all required IAPs Submit IAP Documents to IAPs@jppss.k12.la.us	By Fri, 9/19
October 2014	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	Pre-K Teachers ONLY: Enter data into TS Gold online	By Wed, 10/29
PGPs	Employees	Enter Professional Growth Plan in CIS	By Fri, 10/31
SLTs	Evaluators	Accept ALL teachers' SLTs in CIS (except Pre-K and K Literacy) Submit SLT checklist to Compass contact	By Fri, 10/31
Observations	Evaluators	Observation Cycle 1 continues: Schedule conferences with teachers (5 days); enter observation data within 10 days of conducting the observation.	ongoing
November 2014	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	Pre-K Teachers ONLY: Enter SLTs into CIS	By Fri, 11/7
		Kindergarten Literacy teachers ONLY: Administer Fountas & Pinnell assessment	By Wed, 12/3
	Evaluators	Enter and accept Leader Student Learning Targets in CIS	By Fri, 11/7
Observations	Evaluators	Observation Cycle 1 continues: Schedule conferences with teachers (5 days); enter observation data within 10 days of conducting the observation.	ongoing
Fall Break is Monday, November 24th – Friday, November 28th			

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December 2014	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	Kindergarten Literacy teachers ONLY: Submit Fountas & Pinnell calculator to evaluator & enter SLT in CIS	By Wed, 12/17
		Teachers with Semester SLTs ONLY: Compile data on 1 st semester SLTs	By Fri, 12/19
Observations	Evaluators	Complete Cycle 1 Observations	By Fri, 12/12
Winter Break is Monday, December 22nd – Friday, January 2nd			
January 2015	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees <i>(Teachers with Semester SLTs ONLY)</i>	Report the Results on 1 st semester SLTs in CIS	By Fri, 1/9
		Submit Teacher-Created Assessments and/or Request to Use Alternate Guidance Form (if necessary)	By Fri, 1/9
		- Administer assessments and gather baseline data - Enter 2 nd semester SLTs in CIS	By Fri, 1/23
	Evaluators	Rate 1 st semester SLTs in CIS	By Fri, 1/16
		- Review Teacher Created Assessments and Request to Use Alternate Guidance Forms - Submit approved assessments and forms to Compass contact	By Tue, 1/20
		Review and Accept teachers' SLTs in CIS	By Fri, 1/30
Observations	Evaluators	- Enter Cycle 1 Observations into CIS - Begin Cycle 2 (Informal): Enter observation data within 10 days of conducting the observation.	By Fri, 1/9
February & March 2015	KEY PEOPLE	KEY ACTIONS	KEY DATES
Observations	Evaluators	Observation Cycle 2 continues: Enter observation data within 10 days of conducting the observation.	ongoing
April 2015	KEY PEOPLE	KEY ACTIONS	KEY DATES
Spring Break is Thursday, April 2nd – Monday, April 6th			
Observations	Evaluators	Observation Cycle 2 continues: Enter observation data within 10 days of conducting the observation.	ongoing
May 2015	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	- Administer assessments and gather data - Report the Results on SLTs in CIS End of Year Testing Windows outlined here: http://jpschools.org/wp-content/uploads/2013/06/End-of-Year-Testing-Windows-Spring-2015.pdf	See EOY Testing Windows
		Observation	Evaluators
		Enter Cycle 2 Observations into CIS	By Fri, 5/15
Evaluations	Evaluators	- Complete final Evaluation of all employees in CIS - Conduct End of the Year conversation with employees	By Fri, 5/22
June 2015	KEY PEOPLE	KEY ACTIONS	KEY DATES
Evaluations	Evaluators	- Report Results on Leader SLTs and submit evaluations in CIS. - Conduct End of Year conversations with Leaders - Send all final evaluation paperwork to Compass contact	By Fri, 6/5