

2015-2016 COMPASS Timeline: Evaluators

August 2015	KEY PEOPLE	KEY ACTIONS	KEY DATES
Student Learning Targets (SLTs)	Employees	Review SLT guidance for your grade/subject	By Fri, 8/21
		Submit Teacher Created Assessments (if necessary)	By Wed, 8/26
	Evaluators	Conduct Compass overview for employees	By Fri, 8/21
		Log into CIS and assign evaluators to employees	By Fri, 8/28
September 2015	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	K-3 Literacy Teachers ONLY: Administer Fountas & Pinnell assessment	By Fri, 9/4
		- New employees: Register in CIS - Return employees: Update Login Code & Password	By Tues, 9/8
		Interactive Achievement: Administer pre-assessments (Assessments will be delivered to schools the week of 8/31)	Week of 9/8
		Administer assessment and gather baseline data (including: Fitness Gram, Teacher-Created Assessment, etc.)	By Fri, 9/11
		- Enter Student Learning Targets in CIS - Submit SLT calculator/baseline data to evaluator	By Fri, 10/2
	Evaluators	- Review Teacher Created Assessments - Submit approved assessments and Quality Assessment Checklists to Compass contact	By Tues, 9/8
		Review all submitted SLTs in CIS and provide feedback to teachers (as necessary)	By Wed, 10/14
Observations	Evaluators	Begin Observation Cycle 1 (Formal): Schedule conferences with teachers (5 days); enter observation data within 10 days of conducting the observation	By Mon, 8/31
PGPs	Evaluators	Complete your school's plan and share it with teachers	By Mon, 9/14
IAPs	Evaluators	- Conduct Special Conference for all required IAPs - Submit IAP Documents to the Executive Director of Principal Performance for your region	By Mon, 9/21
October 2015	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	Pre-K Teachers ONLY: Enter data into TS Gold online	By Wed, 10/28
	Evaluators	- Accept ALL teachers' SLTs in CIS (except Pre-K) - Submit SLT checklist to Compass contact	By Fri, 10/23
	Evaluators	- Enter leader Student Learning Targets into SLT calculator - Submit calculator to Compass contact and Executive Director of Principal Performance	By Fri, 10/30
Observations	Evaluators	Observation Cycle 1 continues: Schedule conferences with teachers (5 days); enter observation data within 10 days of conducting the observation	Ongoing
PGPs	Employees	Enter Professional Growth Plan in CIS	By Fri, 10/30
November 2015	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	Pre-K Teachers ONLY: Enter SLTs into CIS	By Fri, 11/6
Observations	Evaluators	Observation Cycle 1 continues: Schedule conferences with teachers (5days); enter observation data within 10 days of conducting the observation	ongoing
Fall Break is Monday, November 23rd – Friday, November 27th			

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December 2015	KEY PEOPLE	KEY ACTIONS	KEY DATES
Student Learning Targets (SLTs)	Employees	Teachers with Semester SLTs ONLY: Compile data on 1 st semester SLTs	By Fri, 12/18
Observations	Evaluators	Complete Cycle 1 Observations	By Fri, 12/11
Winter Break is Monday, December 21st – Friday, January 1st			
January 2016	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, 1/8
		Submit Teacher Created Assessments (if necessary)	By Fri, 1/8
		- Administer assessments and gather baseline data - Enter 2 nd Semester SLTs in CIS	By Fri, 1/22
	Evaluators	Rate 1 st Semester SLTs in CIS	By Fri, 1/15
		- Review Teacher Created Assessments - Submit approved assessments and Quality Assessment Checklists to Compass contact	By Tues, 1/19
		Review and Accept Teachers' SLTs in CIS	By Fri, 1/29
Observations	Evaluators	- Enter Cycle 1 Observations into CIS - Begin Cycle 2 (Informal): Enter observation data within 10 days of conducting the observation	By Fri, 1/8
February – April 2016	KEY PEOPLE	KEY ACTIONS	KEY DATES
Mardi Gras break is Monday, February 8 – Friday, February 12			
Observations	Evaluators	Observation Cycle 2 continues: Enter observation data within 10 days of conducting the observation	ongoing
Spring Break is Friday, March 25th – Friday, April 1st			
May 2016	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	- Administer assessments and gather data - Report the Results on SLTs in CIS	See EOY Testing Windows
Observation	Evaluators	Complete Cycle 2 Observations	By Fri, 5/6
		Enter Cycle 2 Observations into CIS	By Fri, 5/20
Evaluations	Evaluators	- Complete Final Evaluation of all employees in CIS - Conduct End of the Year conversation with employees	By Fri, 5/26
June 2016	KEY PEOPLE	KEY ACTIONS	KEY DATES
Evaluations	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, 6/8

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