

2016-2017 COMPASS Timeline: Employees

August 2016	KEY PEOPLE	KEY ACTIONS	KEY DATES
Student Learning Targets (SLTs)	Employees	District Created Common Assessments: Administer pre-assessments (Assessments will be delivered to schools the week of 8/19)	Week of 8/22
		Review SLT guidance for your grade/subject	By Fri, 8/26
		Submit Teacher Created Assessments (if necessary)	By Wed, 8/31
Observations	Evaluators	Begin Observation Cycle 1 (Formal): Schedule Pre-Conferences with teachers (5 days); enter observation data within 10 days of conducting the observation	By Mon, 8/29
September 2016	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	- New employees: Register in CIS - Return employees: Update Login Code & Password	By Tues, 9/13
		Administer assessment and gather baseline data (including: Fitness Gram, Teacher-Created Assessment, etc.)	By Fri, 9/16
October 2016	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	- Enter Student Learning Targets in CIS - Submit SLT calculator/baseline data to evaluator	By Fri, 10/07
Observations	Evaluators	Observation Cycle 1 continues: Schedule Pre-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, 10/28
November 2016	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	Pre-K Teachers ONLY: Enter SLTs into CIS	By Wed, 11/09
Observations	Evaluators	Observation Cycle 1 continues: Schedule Pre-Conferences with teachers (5 days); enter observation data within 10 days of conducting the observation	ongoing
Fall Break is Monday, November 21st – Friday, November 25th			

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

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December 2016	KEY PEOPLE	KEY ACTIONS	KEY DATES
Student Learning Targets (SLTs)	Employees	Teachers with Semester SLTs ONLY: Compile data on 1 st semester SLTs	By Wed, 12/21
Observations	Evaluators	Complete Cycle 1 Observations	By Fri, 12/16
Winter Break is Thursday, December 22nd – Monday, January 2nd			
January 2017	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, 1/06
		Submit Teacher Created Assessments (if necessary)	By Fri, 1/06
		- Administer assessments and gather baseline data - Enter 2 nd Semester SLTs in CIS	By Fri, 1/20
Observations	Evaluators	- Begin Cycle 2 (Informal): Enter observation data within 10 days of conducting the observation	By Fri, 1/06
February – April 2017	KEY PEOPLE	KEY ACTIONS	KEY DATES
Mardi Gras break is Monday, February 27th – Friday March 3rd			
Observations	Evaluators	Observation Cycle 2 continues: Enter observation data within 10 days of conducting the observation	ongoing
Spring Break is Monday, April 17th – Monday, April 24th			
May 2017	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, 5/05
		Enter Cycle 2 Observations into CIS	By Fri, 5/19
Evaluations	Evaluators	- Complete Final Evaluation of all employees in CIS - Conduct End of the Year conversation with employees	By Fri, 5/26
June 2017	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, 6/07

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