

2018-2019 COMPASS Timeline: Evaluators

August 2018	KEY PEOPLE	KEY ACTIONS	KEY DATES
Student Learning Targets (SLTs)	Employees	Review SLT guidance for your grade/subject	By Fri, 8/31
		Submit Teacher Created Assessments (if necessary)	By Wed, 9/05
	Evaluators	Conduct Compass overview for employees	By Wed, 8/29
		Log into CIS and assign evaluators to employees	By Wed, 9/05
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, 9/10
September 2018	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	- New employees: Register in CIS	By Wed, 9/12
		- Return employees: Update Login Code & Password	
	Evaluators	Administer assessment and gather baseline data (including: Fitness Gram, Teacher-Created Assessment, etc.)	By Fri, 9/14
	Evaluators	- Review Teacher Created Assessments - Submit approved assessments and Quality Assessment Checklists to Compass contact	By Wed, 9/12
PGPs	Evaluators	Complete your school's plan and share it with teachers	By Mon, 9/10
IAPs	Evaluators	- Conduct Special Conference for all required IAPs - Submit IAP Documents to the Executive Director of Principal Performance for your network	By Mon, 9/17
October 2018	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	- Enter Student Learning Targets in CIS	By Fri, 10/05
		- Submit SLT calculator/baseline data to evaluator	
	Evaluators	Review all submitted SLTs in CIS and provide feedback to teachers (as necessary)	By Fri, 10/12
		- Accept ALL teachers' SLTs in CIS (except Pre-K) - Submit SLT Acceptance Checklist to Compass contact	By Fri, 10/19
	Evaluators	- Enter Leader Student Learning Targets into SLT calculator - Submit calculator to Compass contact and Executive Director of Principal Performance	By Fri, 10/26
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, 10/26
November 2018	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	Pre-K Teachers ONLY: Enter SLTs into CIS	By Wed, 11/07
Observations	Evaluators	Observation Cycle 1 continues: Schedule Pre-Conferences with teachers (5 days); enter observation data within 10 days of conducting the observation	ongoing
Fall Break is Monday, November 19th – Friday, November 23rd			

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

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December 2018	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, 12/19
Observations	Evaluators	Complete Cycle 1 Observations	By Fri, 12/14
Winter Break is Monday, December 24th – Friday, January 4th			
January 2019	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, 1/11
		Submit Teacher Created Assessments (if necessary)	By Fri, 1/11
	Evaluators	- Administer assessments and gather baseline data - Enter 2 nd Semester SLTs in CIS	By Fri, 1/18
		Rate 1 st Semester SLTs in CIS	By Fri, 1/11
Observations	Evaluators	- Review Teacher Created Assessments - Submit approved assessments and Quality Assessment Checklists to Compass contact	By Tues, 1/22
		Review and Accept Teachers' SLTs in CIS	By Fri, 1/25
		- Begin Cycle 2 (Informal): Enter observation data within 10 days of conducting the observation	By Fri, 1/11
February – April 2019	KEY PEOPLE	KEY ACTIONS	KEY DATES
Mardi Gras break is Monday, March 4th – Friday, March 8th			
Observations	Evaluators	Observation Cycle 2 continues: Enter observation data within 10 days of conducting the observation	ongoing
Spring Break is Friday, March 19th – Tuesday, March 23rd			
May 2019	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, 5/03
		Enter Cycle 2 Observations into CIS	By Fri, 5/17
Evaluations	Evaluators	- Complete Final Evaluation of all employees in CIS - Conduct End of the Year conversation with employees	By Fri, 5/24
June 2019	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, 6/05