



Effectiveness Project

Educator Checklist and Recommended Timeline

- Login to [My Learning Plan](#). Contact Lynn Linskens with any questions.
- Be sure you know where you are in the evaluation cycle (contact HR or Building Admin if unsure)
- Start thinking about others in your school or district with whom you could collaborate with for SLOs (collaboration not required)
 - SLO Timeline
 - SLO Process Guide
- Reflect on possible data sources for your SLO. The DPI document on [Balanced Assessment](#) may help in this reflection
- Think about any rubrics or assessment tools you may need to locate or develop
- Think about your professional development for the year. What may you need to focus on to support students in meeting a possible SLO? To address what you reflected on for your self-reflection?
- Think about questions you may like to ask your students (or other subjects if a specialist) in your survey this year

September and Early October

- Collect SLO baseline data

By October 15

- SLOs are prepared and collaboratively discussed
- You should have surveyed students by now
- Have your survey growth plan approved

By October 30

- Review SLO with evaluator for Summative Year Continuing Educators and New Educators.
- Complete pre-conference, formal observation and post conference with evaluator for Summative Year Continuing Educators and New Educators

By December 15

- Review survey analysis with evaluator (for New Educators only)

By January 15

- Complete pre-conference, formal observation and post conference with evaluator for Continuing Educators

Mid-Interval of SLO

- Conference with evaluator regarding the mid-interval section of the professional goal setting review form for Summative Year Continuing Educators and New Educators
- All Educators collaboratively review SLO data and complete end of interval review section on the Professional Goal Setting Review Form

By February 1

- Complete Interim Performance Report and conference with evaluator (for New Educators only)

By February 15

- Continuing Educators complete second survey and complete survey analysis
- Evaluator approves survey analysis

By May 15

- All Educators complete Documentation Log

By May 31-End of SLO Interval

- Summative Year Educators, including New Educators, review section on the professional goal setting review form
- All Educators self-score SLO

By End of School Year

- All summative evaluations/conferences completed with evaluator for Summative Year Continuing Educators and New Educators.