**Timeline and Task Manager**

*(Optional)*

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| **Task** | **Documents Needed** | **Date** | **Notes** |
| Create pre-assessment (Type III) | Quality Assurance Checklist |  |  |
|  |  |  |  |
| Administer pre-assessment | Type I, II, and III assessments |  |  |
| Identify student strengths and weaknesses and determine baseline | Type I, II, and III assessments results |   |   |
| Complete and turn in Student Learning Objective Templates ***DUE:******November 1st***  | Student Learning Objective Template  |   |   |
| Meet with Evaluator to Review SLO Template | Student Learning Objective Template Type I, II, or III assessments |   |   |
| Monitor student progress towards Student Learning Objective  | Teacher formative assessments and Data Tracker  |   |   |
| Meet with Evaluator for Mid-Point Check | Mid‐Point Check section on SLO Templates  |   |   |
| Continue to monitor student progress towards Student Learning Objective  | Teacher formative assessments and Data Tracker  |   |   |
| Administer post-assessment  | Type I, II, and III assessments |   |   |
| Analyze post-assessment data | Type I, II, and III assessment results |  |  |
| Complete and turn in Summative Reflection **DUE: 24 hour prior to End-Point Conference** | Summative Reflection  |   |   |
| Meet with Evaluator for End-Point Conference (Summative Student Growth Score)**DUE: Non-tenured= March 1st, Tenured= May 1st**  | SLO Summative Scoring Scale |  |  |