**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 |  |  |