 ** COMPASS Employee Responsibilities**

**Beginning of the Year:**

* **New Employees must register in the COMPASS Information System –** [**https://leads13.doe.louisiana.gov/hcs**](https://leads13.doe.louisiana.gov/hcs)
* **Teachers, School Counselors, Administrative Deans, Assistant Principals and Principals will create and enter a Professional Growth Plan into CIS. Librarians will create PGP’S ON THE PGP word template and print a copy for the evaluator.**
* **Teachers, Librarians, School Counselors, Administrative Deans, Assistant Principals and Principals will develop 2 Student Learning Targets and enter them into CIS. These SLT’S must be accepted by the evaluator to be rated. All employees hired before January 30, 2015 must create Student Learning Targets.**

***Note: All employees evaluated by COMPASS will receive at least one formal and one informal observation during the school year.***

**Middle of the Year: (January 7-16, 2015)**

* **Monitor the progress of Student Learning Targets.**
* **Modify or revise SLT’S If:**
1. **Student population changes significantly**
2. **Teacher’s assignment changes**
3. **SLT must be resubmitted to be accepted and reaccepted by the evaluator to be rated.**

**End of the Year or once SLT has been completed:**

* **Once data is collected on student performance, it’s time to share your results with your evaluator in CIS.**
1. **Be sure to include a brief statement on the status of the specific goals included in the SLT.**
2. **Also, provide any additional comments or context that will be helpful for your evaluator to understand the results.**

**Directions to enter results into the COMPASS Information System:**

**Select SLT tab**

**Click Report Results tab**

**Review Achievement Ranges at the bottom of SLT**

**Go to Student Achievement Results and enter the Value based upon the results.**

**Provide comments if applicable (optional)**

**Submit.**

* **Acknowledge the Completed Final Evaluation by adding comments/reflections.**