

**Student Achievement Objective (SAO) Classroom & Non-Classroom Instructional Personnel Evaluation Timeline – YEAR LONG COURSE 2022-2023**

2022 - 2023 Timeline	SAO Process to be Completed
August 3, 2022	SAO Learning Goal & Assessments components open to classroom and non-classroom instructional personnel in Journey (to begin drafting SAO)
August 24 – September 21, 2022	<p><b>SAO Targets component opens to classroom and non-classroom instructional personnel (to identify baseline data and target levels)</b></p> <ul style="list-style-type: none"> <li>Instructional personnel have their completed SAO in Journey submitted to their administrator by September 21.</li> <li>Instructional personnel eligible for VAM have their VAM or SAO selection made in Journey and submitted to their administrator by September 21. If the VAM or SAO selection is not made by the teacher in Journey by this date, the student learning evidence portion of the summative evaluation will default to zero points.</li> </ul>
September 19 – 21, 2022	<p><b>Administrator Follow-Up with Instructional Personnel</b></p> <ul style="list-style-type: none"> <li>Administrators speak with instructional personnel who have not submitted a completed SAO for review; provide support if needed to get SAO submitted no later than September 21.</li> </ul>
September 21, 2022	<p><b>Absolute deadline for instructional personnel to submit a complete SAO to administrator</b></p> <ul style="list-style-type: none"> <li>If SAO is not submitted by this date, the student learning evidence portion of the summative evaluation will default to zero points.</li> </ul>
August 24 – October 13, 2022	<p><b>Discussion between administrator and instructional personnel on quality of SAO &amp; SAO must be approved by administrator</b></p> <ul style="list-style-type: none"> <li>Administrators review SAO using the Rubric for Rating the Quality of Student Achievement Objectives and provide feedback to the employee.</li> <li>As applicable, teacher revises SAO based on administrator feedback and resubmits the revised SAO to administrator for further review.</li> <li>If administrator does not respond within the timeline, the submitted SAO shall be considered approved.</li> <li>Any Category A, state VAM assessed employee, may abandon the SAO process without detriment at any time prior to final approval and select state VAM in Journey for their student learning data.</li> <li>After 3 revisions with no resolution between the teacher and administrator, Journey will notify the Regional Superintendent for further guidance.</li> </ul>
October 10 - 13, 2022	<p><b>Administrator Follow-Up with Instructional Personnel who had required SAO revisions</b></p> <ul style="list-style-type: none"> <li>If administrator reviews the SAO, sends it back to the instructional personnel for required revisions, and the instructional personnel has NOT acted to make required revisions for approval, provide support if needed to get revised SAO submitted no later than October 13.</li> <li>If SAO is not resubmitted with required revisions by October 13, the student learning evidence portion of the summative evaluation will default to zero points.</li> </ul>
January 3 – January 27, 2023	<p><b>Administrator Conducts Mid-Year Review of SAOs</b></p> <ul style="list-style-type: none"> <li>Mid-Year Review and Conference about the SAO; required for all Category 1 teachers and required for any Category 2 teachers who wish to adjust expected Targets.</li> <li>Teacher and administrator conference to examine student data/work evidence or program evidence for each Target group.</li> </ul>
January 10, 2023	<p><b>Teacher Mid-Year deadline for attendance rules process and Targets changes</b></p> <ul style="list-style-type: none"> <li>As applicable, instructional personnel log in to Journey and follow the mid-year attendance rules process (for addition and/or removal of students) by this date.</li> </ul>

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	<ul style="list-style-type: none"> <li>• <i>As applicable, instructional personnel submit to their administrator any changes to their Targets by this date.</i></li> </ul>
January 9 - 10, 2023	<p><b>Administrator Follow-Up with Instructional Personnel</b></p> <ul style="list-style-type: none"> <li>• <i>Administrators speak with instructional personnel who have not completed the mid-year attendance rules process; provide support if needed to get mid-year changes submitted no later than January 10.</i></li> <li>• <i>Teacher failure to add/remove students using the attendance rules process mid-year can result in incorrect students being evaluated at the summative SAO evaluation.</i></li> <li>• <i>Target changes and attendance rules process window closes for teachers on January 10.</i></li> </ul>
April 21, 2023	<p><b>Deadline for teachers to assess students and gather summative data in preparation for the SAO summative evaluation.</b></p>
April 24 – May 19, 2023	<p><b>SAO Summative Evaluations &amp; Conferences</b></p> <ul style="list-style-type: none"> <li>• <i>All instructional personnel log in to Journey and follow the required attendance rules process (for removal of students if applicable), identify outcomes for each student, and submit the SAO to administrator.</i></li> <li>• <i>Teacher and administrator conference to examine student data and student work evidence for each Target group.</i></li> <li>• <i>The SAO Summative Rating Rubric is used to document the instructional personnel rating based on the outcomes that were achieved. The completed SAO rubric calculates as the student learning evidence portion of the corresponding summative evaluation for the instructional personnel.</i></li> </ul>
April 28, 2023	<p><b>Teacher deadline for Required End of Year Journey Actions</b></p> <ul style="list-style-type: none"> <li>• <i>Instructional personnel must complete all required actions (apply attendance rules and identify outcome for each student) in Journey by this date.</i></li> </ul>
April 27 – 28, 2023	<p><b>Administrator Follow-Up with Instructional Personnel</b></p> <ul style="list-style-type: none"> <li>• <i>Administrators speak with instructional personnel who have not completed the required actions in Journey; provide support if needed to get completed SAO submitted no later than April 28.</i></li> <li>• <i>If attendance rules and final student outcomes are not submitted in Journey by the instructional personnel by April 28, the student learning evidence portion of the summative evaluation will default to zero points.</i></li> </ul>