



## ADEPT/FEAT TIMELINE School Guidance Counselor 2018-2019

August 10	Conduct training sessions for assistance team members Confirm assistance teams with building administrators
By August 17	Conduct ADEPT/FEAT orientation
By August 22	Conduct School Orientation (Building Administrator)
September 14	Complete GBE template (counselor) Conduct Initial Conference to approve GBE goal (Building Administrator)
September 17	Preliminary Evaluation Period begins
By September 25	Conduct Consultation Survey and analyze results (counselor) Complete Consultation Summary Report (counselor) PD5 Submit the Long-Range Plan to the assistance team (counselor) PD1 Integral observations may begin (assistance team) PD4 Submit Reflection on Counseling Session to team member within 7 calendar days of each observation (counselor)
October 3	Interviews may begin (assistance team) PD2, PD3, PD6
By November 7	Submit Professional Self-Report (counselor) PD7 Complete the Professional Performance Description (team chair) PD7
November 20	End of preliminary interview/observation period
By Dec. 10	Complete independent Evaluation Summary (assistance team) Conduct Preliminary Consensus Meeting (assistance team) Prepare Preliminary ADEPT/FEAT Evaluation Summary (assistance team) Conduct Mid-Year Conference to monitor/adjust GBE goal (assistance team) Conduct Preliminary Evaluation Conference (assistance team) If any areas are not met, prepare SGC: Competence Building Professional Growth and Development Plan (assistance team) Deficiency Letter issued, if needed (Copy to ADEPT Coordinator and Personnel Director)
By Dec. 20	Submit Preliminary Evaluation Summary, Interview Forms, and SGC-CB-PGDP to ADEPT Coordinator
January 7	Final Evaluation Period begins
By January 14	Submit revised Long-Range Plan, if required (counselor) PD1 Interviews may begin, if required (assistance team) PD2, PD3, PD6 Integral observations may begin (assistance team) PD4 Submit Reflection on counseling session to team members within 7 calendar days of each observed lesson (counselor)
By February 8	Send written notification to ADEPT Coordinator and Personnel Director of any teachers that need additional assistance such as struggling teachers, teachers to watch, teachers in danger of not meeting evaluation criteria (Building Administrator)
By February 28	Submit Professional Self-Report to team members, if required (counselor) PD7 Prepare Professional Performance Description (team chair) PD7
March 21	End of Preliminary interview/observation period
By April 5	Complete independent Evaluation Summary and if needed, update the PGDP (assistance team) Conduct Final Consensus Meeting (assistance team) Prepare ADEPT/FEAT Consensus Evaluation Summary (assistance team) Conduct Final Evaluation Conference with teacher Final Conference to review GBE results and sign off on CB:PGDP for SGC
By April 8	Submit ADEPT/FEAT Evaluation Summary, Interview Forms (if required), and SGC:CB:PGDP to ADEPT Coordinator
By May 30	Complete ADEPT survey (assistance team)