



ADEPT/FEAT TIMELINE
Speech-Language Therapist
2018-2019

- By August 10 Conduct training sessions for all team members (ADEPT Coordinator)
Confirm assistance teams with building administrators (ADEPT Coordinator)
- By August 17 Conduct ADEPT/FEAT orientation (ADEPT Coordinator)
- By August 22 Conduct School Orientation (Building Administrator)
- September 14 Complete GBE template (speech language therapist)
Conduct Initial Conference to approve GBE goal (Building Administrator)
- September 17 Preliminary Evaluation Period begins
- By September 25 Submit the Long-Range Plan to the assistance team (Speech Therapist) PD1
Observations of IEP/therapy sessions may begin (assistance team) PD5, PD6, PD7, PD8, PD9
Submit reflection to observer within 7 calendar days of each observation (Speech Therapist)
- October 3 Interviews may begin (assistance team) PD2, PD3, PD4
- By November 7 Submit Professional Self-Report (Speech Therapist) PD10
Complete the Professional Performance Description (team chair) PD10
Complete review of Speech-Language records
- November 20 End of preliminary interview/observation period
- By Dec. 10 Complete independent Evaluation Summary (assistance team)
Conduct Preliminary Consensus Meeting (assistance team); Destroy independent summary
Prepare Preliminary ADEPT/FEAT Evaluation Summary (assistance team)
Conduct Mid-Year Conference to monitor/adjust GBE goal (assistance team)
Conduct Preliminary Evaluation Conference
If any areas are not met, prepare SLT: 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 SLT - CB PGDP to Personnel (team chair)
- January 7 Final Evaluation Period begins
- By January 14 Submit revised Long-Range Plan, if required (Speech Therapist) PD1
Interviews may begin, if required (assistance team) PD2, PD3, PD4
Observations may begin (assistance team) PD5, PD6, PD7, PD8 PD9
Reflection due to the observer within 7 calendar days of each observed lesson (Speech Therapist)
- 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 (Speech Therapist)
Prepare Professional Performance Description (team chair) PD10
- March 21 End of final interview and observation period
- By April 5 Complete independent Evaluation Summary and if needed, update CB 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 SLT
- By April 8 Submit ADEPT/FEAT Evaluation Summary, Interview Forms (if required), and SLT:CB-PGDP to ADEPT Coordinator
- By May 30 Complete ADEPT survey (assistance team)