

Administrator **GOLD**® Online Assessment Monthly Job Targets

Job Target	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July
Update <i>Child List</i>. Make sure all children have school district name and ADVISER ID number. Archive children who are not returning and add new children to the appropriate class.	X										X	
Validate special education lists using <i>Child List</i>. Compare the Child List with CONNECT Report (Part C only) or Student Records System list or ADVISER list.	X					X						
Update Color Bands for returning preschoolers. The blue color band is for children who are eligible for kindergarten in one year (5 years old by next July 31). The green color band is for those who can go to kindergarten in two years. Color bands for children B-3 are automatically updated on the child's birthday.	X											
Submit Gold Profile Transfer Request Form for children who previously attended a different Nebraska district. Do not create a new profile if a child is suspected to already have a GOLD profile.	X	X	X	X	X	X	X	X	X	X	X	X
Archive children who are not returning this year. Do not delete.	X										X	
Assign PD to staff NEW to GOLD: Staff must complete the GOLD online Professional Development module <i>Power of GOLD</i> by September 30.	X	X										
Assign GOLD Inter-rater Reliability (IRR) for teachers who have used GOLD for one year or are due for recertification. Administrator assigns IRR to teachers via TS GOLD. Teachers must complete IRR certification or recertification by December 31.	X				X							

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Clean Staff Files. Disable the accounts of any teacher or team member who no longer work for the school district or agency. Do not delete.	X	X	X	X	X	X	X	X	X	X	X	X
Use the <i>Child List</i> to monitor for appropriate class assignment, birthdate, color band, home language survey, funding source and ADVISER number (district programs) attached to child’s profile.	X	X	X	X	X	X	X	X	X	X	X	X
Use the <i>Documentation Status Report</i> or the <i>Documentation by Objective and Dimension Report</i> on the teacher site to ensure observations, assigning levels, and selecting preliminary checkpoints are being entered.	X	X	X	X	X	X	X	X	X	X	X	X
Use the <i>View Documentation</i> feature under the <i>Documentation</i> tab to analyze the type and quality of documentation being entered.		X	X	X	X	X	X	X	X	X	X	X
Generate the <i>Assessment Status Report</i> under the <i>Report</i> tab to ensure children are being assessed and the checkpoints are finalized.			X				X			X		
Generate the <i>OSEP Status Report</i> to verify all children with IEPs/IFSPs have finalized checkpoints/entry data and to ensure children who exit Part C and are continuing with services have Part B entry data. Run the <i>Snapshot Report</i> to verify all other children have completed data. (In most cases, the date in the <i>Entry Date Range</i> will need to be backdated up to three years.)		X		X				X		X		

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Generate the Classroom Profile Report from the teacher site to use when reviewing teacher lesson plans to ensure plans include intentional, appropriate activities for children.	X	X	X	X	X	X	X	X	X	X	X	X
Under the Reports Tab, generate two reports: <i>Professional Development Report</i> --must be completed by Sept 30 for staff new to GOLD <i>Inter-rater Reliability</i> certification – must be completed by December 31 for teachers who have one year of experience using GOLD or are due for recertification.		X			X							
Generate Fall Outcome Reports. <i>Snapshot Report, Comparative Report</i>				X								
Analyze Fall Outcome Data. Create an analysis that includes steps for continuous program improvement.				X								
Share Fall Outcome Data Analysis with Stakeholders					X							
Generate Winter Outcome Reports If your program completes and finalizes winter checkpoints, the <i>Comparative Report</i> or <i>Growth Report</i> can be created/used. An <i>Alignment Report</i> can be created using the <i>Snapshot Report</i> .							X					

