

# Administrator Gold Online Assessment Monthly Job Targets

Job Target	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July
<b>Update Child List. Make sure all children have school district name and NSSRS ID number.</b> Archive children who are not returning and add new children to the appropriate class.	x										x	
<b>Update Color Bands</b> for returning children (3-5) at the beginning of the program year. If a child is going to kindergarten next year, they are blue. All other children ages 3 and 4 are green. <b>Color bands for children B-3 are automatically updated on their birthday.</b>	x											
<b>Archive children</b> who are not returning this year.	x										x	
<b>Support and schedule teachers NEW to GOLD:</b> Teachers must complete four GOLD online Professional Development modules <b>by September 30.</b>	x	x										
<b>Support and schedule teachers</b> who have used GOLD for one year: online administrator assigns teachers to IRR. Teachers must complete GOLD Inter-rater Reliability (IRR) certification <b>by December 31.</b>	X	X	X	X	x							
<b>Clean Staff Files.</b> Disable the accounts of any teacher or team member who no longer works for your school district or agency. Do not delete.	x	x	x	x	x	x	x	x	x	x	x	x
<b>Use the Child List</b> to monitor for appropriate Class assignment, birthdate, color band, home language survey, and funding source attached to child.	x	x	x	x	x	x	x	x	x	x	x	x
<b>Use the Add/Edit Funding Source</b> feature to ensure all children in your program have the appropriate funding source attached to them.	x	x	x	x	x	x	x	x	x	x	x	x
<b>Use the Documentation Report</b> or the Documentation by Objective and Dimension Report on the teacher site to ensure teachers are entering evidence, assigning objectives and selecting preliminary markings.	x	x	x	x	x	x	x	x	x	x	x	x

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<b>Use the View Documentation</b> feature under the Documentation tab to analyze the type and quality of evidence teachers are entering.		x	x	x	x	x	x	x	x	x	x	x
<b>Pull the Assessment Status Report</b> under the Checkpoint tab to ensure teachers are assessing children and finalizing the data.			x			x				x		
<b>Run the Entry Status Report</b> to check if all children with IEPs/IFSPs have their data completed. Run the Snapshot report to check if all other children have their data completed.				x				x				
<b>Generate the Classroom Profile Report</b> from the teacher site to use when you are reviewing teacher lesson plans to ensure they are planning intentional , appropriate activities for children.	x	x	x	x	x	x	x	x	x	x	x	x
<b>Under the Reports Tab, generate two reports:</b> <ul style="list-style-type: none"> <li>✓ Professional Development Report --must be completed by Sept 30 for staff new to GOLD</li> <li>✓ Inter-rater Reliability certification – must be completed by December 31 for teachers who have one year’s experience using GOLD.</li> </ul>		x			x							
<b>Run Fall Outcome Reports.</b> Snapshot Report, Comparative Report				x								
<b>Analyze Fall Outcome Data.</b> Create an analysis that includes steps for continuous program improvement.				x								
<b>Share Fall Analysis</b> with Stakeholders					x							

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<b>Run Winter Outcome Reports.</b> Comparative, Growth. You can also create an Alignment Report using the Snapshot.												
<b>Analyze Winter Outcome Data.</b> Create an analysis that includes steps for continuous program improvement.							x					
<b>Share Winter Analysis</b> with Stakeholders.								x				
<b>Spring Outcome Reports.</b> Comparative, Growth. You can also create an Alignment Report using the Snapshot.										x		
<b>Run OSEP Federally-Mandated Reports for Preschool Special Education Outcomes (Part B) and Early Intervention Outcomes (Part C):</b> Run both Child and Program levels to verify that all children with an IEP or IFSP who exited during the school year are included.									x	x		
<b>Analyze Spring Outcome Reports.</b> Create an analysis that includes a report out on school readiness for those children leaving for kindergarten.										x		
<b>Share Spring Analysis</b> with Stakeholders.											x	
<b>Review and finalize OSEP Data.</b> Make any corrections and finalize OSEP Reports (Part B and Part C) for the school district. ✓ NDE Deadline: June 15											x	