

**Non-Classroom Teacher Student Achievement Objective (SAO) Initial Review**  
**Journey Directions 2022-2023**

**NOTE:** It is strongly recommended that Google Chrome or Microsoft Edge be used when completing any task in Journey.

1. Log into Journey – User Name: (firstname.lastname) Password: Active Directory/Email Password
2. Under the Personal Notifications section of your Journey screen, you will see the following message: “Your required SAO worksheet has not been submitted to your supervisor.” A reminder about the submission window will also be visible.
3. Click the ‘SAO Worksheet’ link. You can save your work often and come back to the SAO worksheet as needed.
4. Within the SAO Worksheet, you will be brought to ‘Defining the Program’.
  - a. In this step, you will briefly describe the program being used for the SAO Worksheet. The program information includes a brief description of the program, the staff, and/or the parents supported by the program.
5. Proceed to ‘SAO Developers Information’.

Your name will automatically populate as the SAO Employee. If you’ve collaborated with others on the Program/Support Learning Goal and Assessments/Scoring components of the SAO, use the ‘Add Developer’ button to list the individuals who have contributed to the development of the SAO.

6. The SAO Worksheet will then take you to the ‘Program/Support Learning Goal’.
  - Provide a response to each of the prompts (in the purple section) and the planning questions (in the teal section) and use the planning information to contextualize the description of the program/support learning goal.
  - Use the response guide as a support to think through each prompt and planning question.
  - Select the ‘Show Rubric’ button to review the quality of your Program/Support Learning Goal.
7. Proceed to ‘Assessments/Tools and Scoring’.
  - Provide a response to each of the prompts (in the purple section) and planning questions (in the teal section) and use the planning information to refine and tailor the description and use of assessments/tools you described.
  - Use the response guide as a support to think through each prompt and planning question.
  - Select the ‘Show Rubric’ button to review the quality of your Assessments/Tools and Scoring.
8. The SAO Worksheet will then take you to ‘Targets’. Note: This component of the SAO will not open until August 24.

Follow directions provided in Journey for the steps below:

**Step 1: Defining the Target Group**

- Provide a response to each of the prompts (in the purple section).
- Use the response guide as a support to think through each prompt.

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- Proceed to the ‘Targets Planning Sheet’ section and provide a response to each of the planning questions (in the teal section) and use the planning information to refine and tailor the description and use of target levels of support.

**Step 2: Defining the Target Levels of Support**

- **Name the Target Levels of Support in order from Greatest Level of Support (top) to the least amount of support (bottom).** For example, “Extensive Support”, “Moderate Support”, “Minimal Support” (in that order). Names of target levels of support should be 1-4 words and no more than 50 characters in length.
  - For each target level of support, provide the number of individuals who will receive this level of support. Names should not be listed in any entry field of the SAO.
  - Provide at least two support strategies/activities for each level of support in the boxes provided. Each box should contain only one support strategy/activity. Up to four strategies can be identified for each target level of support.
  - Select the ‘Show Rubric’ button to review the quality of your Targets.
9. If the ‘Unable to Submit – Check Worksheet for Issues’ button is visible at the bottom of the page, one or more sections have missing or invalid entries. Click this button to perform a quick check of the worksheet contents.
- If the ‘Submit Worksheet to Supervisor’ button is visible, the worksheet is valid and ready to be submitted for approval.
10. If the supervisor does not rate *each* component of the SAO as ‘Acceptable Quality’, he/she will return the SAO worksheet to you for required revisions. After revisions are made, click the ‘Re-Submit Worksheet to Supervisor’ button.
11. Once your SAO has been fully approved by your supervisor and Journey processes the approval, you will receive an email notification of a full approval.

**IMPORTANT NOTE:**

SAO initial review conferences may occur virtually or face to face depending on each individual situation. During the virtual or face to face conference with the teacher, administrators should examine several resources the teacher will be using for the SAO. Teachers are unable to upload documents in Journey, so if a virtual conference is being conducted the actual assessments/tools, scoring guides and/or rubrics, actual baseline data, and assessments/tools used to gauge the baseline levels must be shared via email or a shared drive for administrator review. Teachers should work with their administrators to determine the most appropriate way to share this information in a meaningful way.

**To view a multitude of SAO resources, including the evaluation timelines, use the link below.**

<http://thehub.polk-fl.net/pd/sao/>