

# Evaluation Overview

*Resource Guide*  
*Buy Back Day Presentation*  
*August 10, 2015*

# Evaluation – Timelines for Temporary, Prob. and Permanent Certificated Staff

- Within first 18 work days – Notification sent to employees being evaluated
- By end of 1<sup>st</sup> Quarter – Evaluatee's self-reflection using the 5D+ Teacher Evaluation Rubric; Evaluatee and Evaluator mutually agree on 3 goals; Evaluatee and Evaluator agree to the two types of evidence for each goal

# Evaluation – Timelines for Temporary and Probationary Certificated Staff

- Goals Completed by February 15 – Evidence will be gathered and uploaded; Three informal visits will be documented in the evaluation; One formal observation will be documented in the evaluation
- Prior to March 1 – Evaluatee reflects on the progress towards the three goals; Evaluator will provide feedback regarding the Evaluatee's progress towards each goal and overall performance

# Evaluation – Timelines for Permanent Status Certificated Staff

- Goals Completed by April 25 – Evidence will be gathered and uploaded; Three informal visits will be documented in the evaluation; One formal observation will be documented in the evaluation
- Prior to May 15 – Evaluatee reflects on the progress towards the three goals; Evaluator will provide feedback regarding the Evaluatee's progress towards each goal and overall performance

# Evaluation Cycle Notification

AppliTrack Form: Jamie Lewsadder's Form "Notification" is ready for "Notice to Employee"



Inbox x



**jlewsadder@lcusd.net (Jamie Lewsadder)** <MailBot@aspexsolutions.com>

4:26 PM (0 minutes ago) ☆



to jl ▾

Dear Employee - Jack Bauer,

The evaluation process has been initiated. Please click the link below to begin your goals.

Go to [http://www.applitrack.com/lcusd/onlineapp/\\_employee.aspx](http://www.applitrack.com/lcusd/onlineapp/_employee.aspx) and use your email address and password to access the employee portal.

If you did not receive the welcome email with login and password, please email Jamie Lewsadder at [jlewsadder@lcusd.net](mailto:jlewsadder@lcusd.net) to get it resent.

Thanks,  
LCUSD HR

# Directions for Goals 1, 2, 3

1. Refer to the 5D+ Teacher Evaluation Rubric and self-reflect on your practice and how it aligns with the District's initiatives.
1. Develop goals based on 3 identified areas for growth – 2 goals shall be focused on District initiatives and the 3<sup>rd</sup> goal is identified by the Evaluatee – all need to be mutually agreed upon by the bargaining unit member and evaluator.

# Directions for Goals 1, 2, 3

3. Refer to the sample goals in the reference section as needed.
3. Identify evidence that will show progress toward each goal. To be in compliance with the Stull Act, at least one goal shall include student achievement data as evidence.
4. Goals shall be finalized by the end of the 1<sup>st</sup> Quarter as identified by the current year negotiated calendar. If the evaluatee is hired after the 1<sup>st</sup> calendared work day, goals shall be submitted by the end of the 1<sup>st</sup> Quarter or within 15 work days, whichever is greater.

## La Canada Unified - Employee Portal

- Pages
- Forms
- Employee Directory
- Calendars
- Help

### Navigation

1. Change Password
2. Resources
3. Evaluation Evidence 2014-15



### Resources

- [California Standards for Teaching CSTP-2009.pdf](#)
- [International Society for Technology in Education 20-14 iste standards-t pdf.pdf](#)
- [Sample Technology Goals Sample Technology Goals \(2\).docx](#)
- [Sample 7-12 ELA/History Goals ELA History 7-12 CCSS goals.pdf](#)
- [Common Core Goals for K-6](#)
- [CEL 5D+ Teacher Evaluation Rubric - Version 2.0.pdf](#)
- [Rubric.pdf](#)
- [Sample Evidence Ideas.pdf](#)

● Find the teacher rubric under **Pages**, then **Resources** as well as sample goals



# Observation Form

## Observation

*Observation Date:*

*Time In:*

*Time Out:*

Focus Goal (Autopopulated)

Area(s) from the 5d+ Teacher Evaluation Rubric

Feedback from Evaluator

Self-reflection from Evaluatee

# Adding Evidence for Goals

PagesScansFormsEmployee DirectoryCalendarsHelp

Bauer, Jack · Log Off

Navigation

1. Change Password

2. Resources

3. Evaluation Evidence 2014-15

Evaluation Evidence 2014-15

Goal 1 Evidence 1

Add a File

Goal 1 Evidence 2

Add a File

Goal 2 Evidence 1

TrainingCalendarIdeasElementary (1).pdf

Added 12/1/2014 3:54:00 PM

[view](#) [delete](#)

Add a File

Goal 2 Evidence 2

Add a File

Goal 3 Evidence 1

Add a File

Goal 3 Evidence 2

Add a File

Goal 4 Evidence 1

Add a File



You can add your evidence throughout the evaluation process. When you have it complete, log-in and add it here.

# Evaluatee's Self-reflection

- After evidence is uploaded and the observations are complete, you have the opportunity to write a reflection on your overall progress towards your goals.
- Use language from the rubric to guide your assessment of your progress.
- *Sometimes successful growth will be achieved toward a goal, but the outcome may be that the goal is still a work in progress.*
- Temps/Probs shall complete reflections by 2/15;  
Permanent staff shall complete reflections by 4/25

## La Canada Unified - Employee Portal

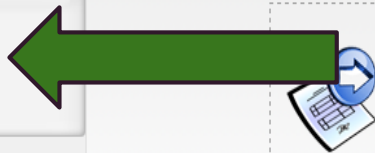
Bauer, Jack • L

Pages Forms Employee Directory Calendars Help



### New Form

create a new form



## Create a New Form

Select a form below to create a new form.

### Your Forms In Progress

#### Goal 2

Delivered: 8/6/2015  
Assigned to: User - jamie.lewsadder

[View](#)  
[History](#)

#### Goal 3

Delivered: 8/6/2015  
Assigned to: User - jamie.lewsadder

[View](#)  
[History](#)

#### Goal 1

Delivered: 8/6/2015  
Assigned to: User - jamie.lewsadder

[View](#)  
[History](#)

#### Observations

Delivered: 8/6/2015  
Assigned to: User - jamie.lewsadder

[View](#)  
[History](#)

#### Reflection

Delivered: 8/6/2015  
Assigned to: User - jamie.lewsadder

[View](#)  
[History](#)

#### Summary

Delivered: 8/6/2015  
Assigned to: User - jamie.lewsadder

[View](#)  
[History](#)

### Employee Forms



#### Goal 1

[Start Form](#)  
[Preview Form](#)



#### Goal 2

[Start Form](#)  
[Preview Form](#)



#### Goal 3

[Start Form](#)  
[Preview Form](#)



#### Reflection

[Start Form](#)  
[Preview Form](#)

# Evaluator's Summary

1. The Evaluator shall write a summary of the Evaluatee's progress towards goals based on observations by the evaluator, reflections, and evidence.
2. The Evaluator shall use the 5D+ Teacher Evaluation Rubric to assign an overall rating of performance.

# Evaluator's Summary Cont.

## 3. Timelines

- Evaluator shall complete temp/prob Evaluatee's summative comments by March 1
- Evaluator shall complete permanent Evaluatee's summative comments by May 15
- Signature are required by the Evaluator and Evaluatee on the summary page
- The Evaluatee may respond to the Evaluator's summative comments on the summary page within ten (10) working days

# Final Thoughts

When you have questions, please do not hesitate to ask your Evaluator.

The focus of the evaluation process is growing through reflection and professional development.

We want all staff to be successful!