

## NC Educator Effectiveness System- Evaluator's Guide

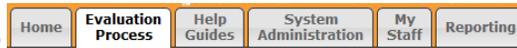
This guide outlines the steps that Evaluators must complete in the Probationary Teacher Evaluation Plan in the NC Educator Effectiveness System (EES).

**Two actions must occur prior to an evaluator accessing a teacher's evaluation:**

1. The evaluation plan must be assigned by the Principal via My Staff tab. See Evaluator's Guide to Assigning Rights for more detail.
2. The teacher must have clicked 'START' on the My Evaluations tab.

**Accessing teacher evaluations**

1. Click on Evaluations Process tab



2. Click Staff Evaluations



3. You will see the following information displayed on the screen:

- Teachers assigned to your site
- Name (Last, First)
- Position
- Demographics
- Email

4. Select the Teacher that you are evaluating by clicking the drop-down arrow next to their name and click **Edit Probationary Teacher Evaluation**.

5. The following containers/steps of the evaluation process display:

Actions	Probationary Teacher Evaluation
→	Training / Orientation <span style="float: right;">+ Steps</span>
→	Observation #1 <span style="float: right;">+ Steps</span>
	Observation #2 <span style="float: right;">+ Steps</span>
	Observation #3 <span style="float: right;">+ Steps</span>
	Peer Observation <span style="float: right;">+ Steps</span>
	First Additional Observation - Optional <span style="float: right;">+ Steps</span>
	Second Additional Observation - Optional <span style="float: right;">+ Steps</span>
	Third Additional Observation - Optional <span style="float: right;">+ Steps</span>
	Summary Evaluation <span style="float: right;">+ Steps</span>
	Record of Teacher Evaluation Activities <span style="float: right;">+ Steps</span>

**Note:** The container in which the user is currently working will be highlighted.

### Training/Orientation

1. Expand the Training/Orientation Steps by clicking on the '+' in the Training/Orientation container.

Training / Orientation + Steps

2. The teacher must confirm they participated in Training/Orientation by completing this step. The status will display Completed after teacher

Training / Orientation	Steps						
	<table border="1"> <thead> <tr> <th>Status</th> <th>View</th> <th>Training / Orientation</th> </tr> </thead> <tbody> <tr> <td>1 <span style="color: green;">✔</span> Completed 06/12/2013 @ 09:02 AM</td> <td>View</td> <td></td> </tr> </tbody> </table>	Status	View	Training / Orientation	1 <span style="color: green;">✔</span> Completed 06/12/2013 @ 09:02 AM	View	
Status	View	Training / Orientation					
1 <span style="color: green;">✔</span> Completed 06/12/2013 @ 09:02 AM	View						

3. To view, click **View** from the Actions menu drop-down

Click the **Back** button to exit this screen when you are finished viewing the contents. << Back

## Observations #1-3, Peer Observation, and Additional Observations

1. Expand the Observation #1 Steps by clicking on the '+' in the Observation #1 container. You will see the steps of the observation process, as well as the status of each step.

Steps			
	Status		
1.	Not Started		Pre-Observation Conference
2.	Not Started	Edit	Pre-Observation Conference - Teacher Signature
3.	Not Started		Formal Observation
4.	Not Started		Post-Observation Conference
5.	Not Started	Edit	Post-Observation Conference - Teacher Signature
6.	Not Started	Edit	Written Response
7.	Not Started	View	Written Response Acknowledgment

### Step 1: Pre-Observation Conference

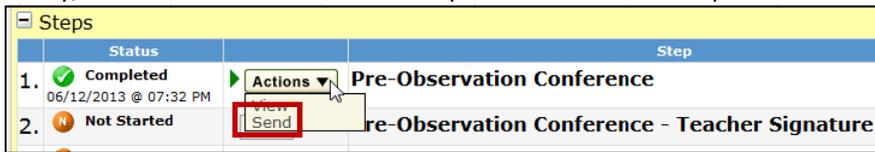
1. Once the teacher has clicked 'Send' on the **Training/Orientation**, the green arrow will indicate the workflow is currently at the Observation #1: **Pre-Observation Conference** step.
2. Click the **Edit** button next to the Pre-Observation Conference step.
3. Fill out the appropriate pre-observation conference details. Fields in **red** are required.
4. You can add any **Artifacts** in this step by attaching a file and entering any comments related to the attachment.. The teacher can add additional artifacts in the Written Response step, if desired.

5. Click the **Save** button when you are finished.
6. You will see a summary of the information you entered. To sign off on it, click **Acknowledge**.

7. Click **Mark Complete** to indicate you have completed this part of the process.



8. Click **OK** to indicate the Pre-Observation Conference step is now complete.  
9. Finally, select **Send** under the Actions drop-down menu at this step.



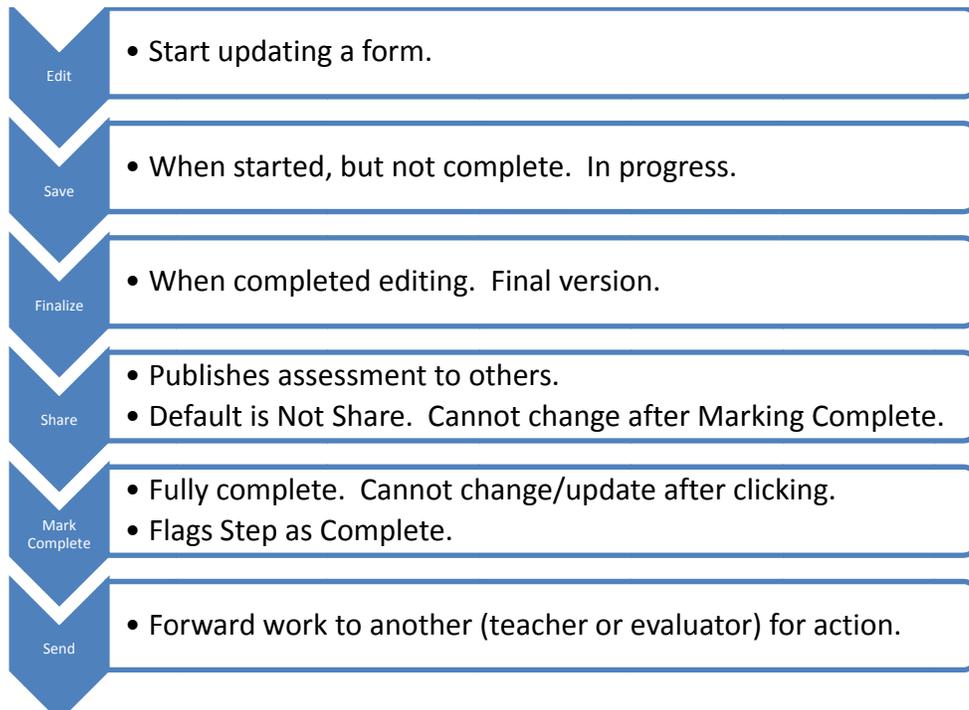
10. The green workflow arrow has moved down to the Formal Observation step. The green arrow indicates the step where the user must select 'Send' to advance the process.

2.	Completed	View	Pre-Observation Conference - Teacher Signature
3.	Not Started	Edit	Formal Observation

### **Step 2: Pre-Observation Conference – Teacher Signature**

1. The Teacher will complete this step. The workflow is not dependent on this step, however, and the green arrow moves on to the Formal Observation.

#### **EXPLANATION OF THE STEPS TO COMPLETE FORMS\***

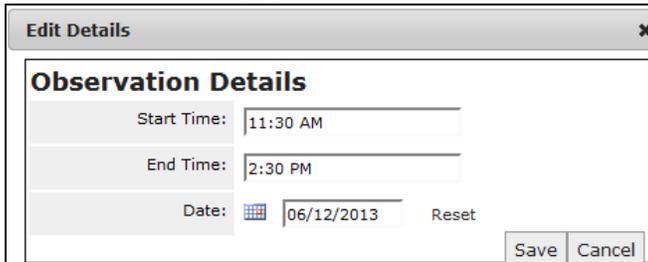


\*Note that some of these steps are not required in every form.

### Step 3: Formal Observation

3.  **Not Started**  **Formal Observation**

1. Click the **Edit** button.
2. Click the **Start New** button .
3. Enter the date and begin/end times for the observation and click **Save**.



**Edit Details**

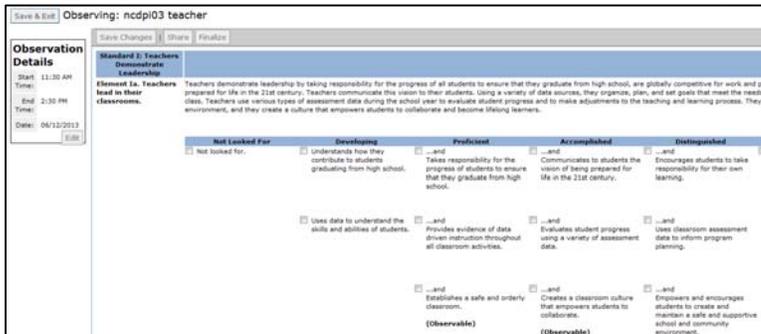
**Observation Details**

Start Time: 11:30 AM

End Time: 2:30 PM

Date: 06/12/2013

4. The Formal Observation Screen for the selected Teacher is now displayed.



Observing: ncdpi03 teacher

**Observation Details**

Start: 11:30 AM

End: 2:30 PM

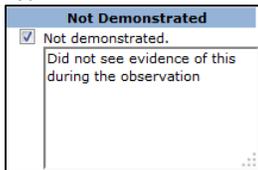
Date: 06/12/2013

**Standard 3: Teachers Demonstrate Leadership**

**Element 3a: Teachers lead in their classrooms.** Teachers demonstrate leadership by taking responsibility for the progress of all students to ensure that they graduate from high school, are globally competitive for work and prepared for life in the 21st century. Teachers communicate this vision to their students. Using a variety of data sources, they organize, plan, and set goals that meet the needs of all. Teachers use various types of assessment data during the school year to evaluate student progress and to make adjustments to the teaching and learning process. They set environments, and they create a culture that empowers students to collaborate and become lifelong learners.

Not Looked For	Developing	Proficient	Accomplished	Distinguished
<input type="checkbox"/> Not looked for.	<input type="checkbox"/> Understands how they contribute to students graduating from high school.	<input type="checkbox"/> Takes responsibility for the progress of students to ensure that they graduate from high school.	<input type="checkbox"/> Communicates to students the vision of being prepared for life in the 21st century.	<input type="checkbox"/> Encourages students to take responsibility for their own learning.
	<input type="checkbox"/> Uses data to understand the skills and abilities of students.	<input type="checkbox"/> Provides evidence of data driven instruction throughout all classroom activities.	<input type="checkbox"/> Evaluates student progress using a variety of assessment data.	<input type="checkbox"/> Uses classroom assessment data to inform program planning.
	<input type="checkbox"/> Establishes a safe and orderly classroom.	<input type="checkbox"/> Creates a classroom culture that empowers students to collaborate.	<input type="checkbox"/> Empowers and encourages students to create and maintain a safe and supportive school and community environment.	

5. Select the applicable **Standards/Elements** checkboxes.
6. If you click the **Not Demonstrated** check box, a text box is displayed to enter comments.
7. Type text into the text box.



**Not Demonstrated**

Not demonstrated.

Did not see evidence of this during the observation

8. Click **Save Changes**, **Share**, and **Finalize**    See explanations on page 3 for more detail.

9. Click the **Save & Exit** button .
10. The Formal Observation Summary Screen is displayed.
11. Click the **Mark Complete** button.



**Manage Plan**

 Probationary Teacher Evaluation

**Formal Observation**

for test teacher2

12. Click **OK** to indicate this step is complete.
13. Select **Send** under the Actions drop-down menu at this step.
14. The **Formal Observation** status is now set to **Complete** with the correct date/time stamp.

15. The green workflow arrow has moved down to the Post-Observation Conference step.



#### **Step 4: Post-Observation Conference**

1. Under the Actions drop-down menu, select **Edit**.
2. The **Post-Observation Conference** screen for the selected teacher is displayed.
3. Enter the date of the observation in the **Observation Date** field.
4. Add comments in the **Comments** field.
5. Enter the correct date in the **Post Observation Conference Date** field.
6. Enter **Artifacts** if you wish.
7. Click the **Save** button.
8. Click the **Acknowledge** button to sign the form.
9. Review the summary, and if satisfied, click **Mark Complete**.
10. Click **OK** to indicate this step is complete.
11. Select **Send** under the Actions drop-down menu to notify the teacher that you have completed the step.
12. The **Post-Observation Conference** status is now set to **Completed** with the correct date/time stamp.
13. The green workflow arrow has moved down to the **Observation #2 – Formal Evaluation** step.

#### **Step 5: Post-Observation Conference – Teacher Signature**

1. The teacher will complete this step.
2. Information is available for viewing by the Evaluator (Observer).

#### **Step 6: Written Response**

1. This step is optional for the teacher to complete.
2. The comments and/or attachments entered here can be viewed by the Observer/Evaluator.

#### **Step 7: Written Response Acknowledgement**

1. If the teacher completes a **Written Response**, the Observer/Evaluator will be notified by email that a **Written Response Acknowledgement** needs to be completed. If the teacher did not write a written response, you can simply click **Edit** and then **Mark Complete**.
2. Select the **Edit** button next to the **Written Response Acknowledgement** step.
3. Review the text that the teacher entered.
4. Click the **Edit** button.
5. Check the check-box indicating you have received the written response.
6. Click the **Save** button.
7. Under the Actions drop-down menu, select **Mark Complete**.
8. Click **OK** to indicate this step is complete.
9. The Written Response Acknowledgment status is now set to Complete with the correct date/time stamp.

The same steps are repeated for **Peer Observations** or any **Additional Observations**.

## Summary Evaluation

Click the '+' sign to expand the steps in the container. You will see the following steps:

Summary Evaluation		Steps	
	Status		Step
1.	Not Started	Edit	Summary Evaluation Form - Standards I - V
2.	Not Started	Edit	Summary Evaluation Conference
3.	Not Started	View	Summary Evaluation Conference - Teacher Signature
4.	Not Started	View	Written Response
5.	Not Started	Edit	Written Response Acknowledgement
6.			Standard VI
7.			Educator Effectiveness Overview

### Step 1: Summary Evaluation Form (Standards I-V)

The 'Edit' button on Step 1 will become functional once the required observation processes are fully completed (which vary by evaluation plan type).

1. In the Summary Evaluation container, click **Edit** next to Summary Evaluation Form – Standards I-V.
2. The **Summary Evaluation** for the selected teacher is now displayed.

**Summary Evaluation Form - Standards I - V for test teacher2**

Evaluator: nodpi10 principal  
Assessment Date: 06/12/2013

Teacher Evaluation Process	Rating	Comments	Recommended Actions for Improvement	Resources needed to complete these actions.
Standard I: Teachers Demonstrate Leadership	--Choose One--	Edit	Edit	Edit
Element 1a. Teachers lead in their classrooms.	<input type="radio"/> Developing <input type="radio"/> Proficient <input type="radio"/> Accomplished <input type="radio"/> Distinguished <input type="radio"/> Not Demonstrated (Comment Required)			
Element 1b. Teachers demonstrate leadership in the school.	<input type="radio"/> Developing <input type="radio"/> Proficient <input type="radio"/> Accomplished <input type="radio"/> Distinguished <input type="radio"/> Not Demonstrated (Comment Required)			
Element 1c. Teachers lead the teaching profession.	<input type="radio"/> Developing <input type="radio"/> Proficient <input type="radio"/> Accomplished <input type="radio"/> Distinguished <input type="radio"/> Not Demonstrated (Comment Required)			
Element 1d. Teachers advocate for schools and students.	<input type="radio"/> Developing <input type="radio"/> Proficient <input type="radio"/> Accomplished <input type="radio"/> Distinguished <input type="radio"/> Not Demonstrated (Comment Required)			
Element 1e. Teachers demonstrate high ethical standards.	<input type="radio"/> Developing <input type="radio"/> Proficient <input type="radio"/> Accomplished <input type="radio"/> Distinguished <input type="radio"/> Not Demonstrated (Comment Required)			

3. Select **Ratings** for each **Standard/Elements**.
4. For each **Standard/Element**, you can add **Comments**, **Recommended Actions for Improvement**, and **Resources Needed to Complete These Actions** by selecting the **Edit** button under each of these columns.
5. Click **Save Changes**, **Share**, and **Finalize**.
6. Click the **Save & Exit** button.

**Summary Evaluation 2013-2014**

View Feedback | Save & Exit | Observing: test teacher2

Save Changes | Share | Finalize

**Summary Evaluation Form - Standards I - V for test teacher2**

7. Review the summary page, and if satisfied, click the **Mark Complete** button.
8. Click **OK** to indicate this step is complete.
9. The **Summary Evaluation Form – Standards I – V** status is now set to **Complete** with the correct date/time stamp.

### Step 2: Summary Evaluation Conference

1. Click the **Edit** button.
2. Enter the **Date of Conference** by selecting the Calendar icon.

3. Add comments in the text box.
4. Click **Save**.
5. Click **Acknowledge**.
6. Click **Mark Complete**.
7. Click **OK** to indicate this step is complete.
8. The Summary Evaluation Conference status is now set to Complete with the correct date/time stamp.

### **Step 3: Summary Evaluation Conference – Teacher Signature**

1. Teacher will complete this step.
2. Information is available for viewing by the Evaluator.

### **Step 4: Written Response**

1. This step is optional for the Teacher to complete.
2. The comments and/or attachments entered here can be viewed by the Evaluator.

### **Step 5: Written Response Acknowledgment**

1. If the teacher completes a **Written Response**, you will be notified by an email that you need to complete the **Written Response Acknowledgment**. If the teacher did not write a written response, you can simply click **Edit** and then **Mark Complete**.
2. Click **Edit**.
3. Verify that the Written Response Acknowledgment for the selected teacher is displayed.
4. Verify the text that the teacher entered is displayed.
5. Click the **New** button.
6. Check the check-box indicating you have received the written response.
7. Click the **Save** button.
8. Under the Actions drop-down menu, select **Mark Complete**.
9. Click **OK** to indicate this step is complete.
10. The **Written Response Acknowledgment** status is now set to **Complete** with the correct date/time stamp.

### **Step 6: Standard VI**

This step is not editable. This data will be View Only and pulled in from EVAAS.

### **Step 7: Educator Effectiveness Overview**

This step will be available in Spring 2014 once the Professional Learning Management System has been implemented.

## Record of Teacher Evaluation Activities

### Step 1: Record of Teacher Evaluation Activities

1. Under the Actions drop-down menu, select **Edit**.
2. **Record of Teacher Activities – Teacher Background** is displayed.
3. Add comments in the text box.
4. Click the **Save** button.
5. Click **Print Template** button if you wish to print a record of teacher evaluation activities.
6. Click the **Back** button.

**Probationary Teacher Evaluation**

<< Back | Print Template - Record of Teacher Evaluation Activities (Probationary) | Record of Teacher Evaluation Activities for ncdpi03 teacher

**Record of Teacher Activities**

Teacher Name: Ncdpi03 Teacher  
 School: Training School 1  
 Position/Assignment: Year 2, Beginning Teacher, Probationary, Teacher - Classroom  
 Teacher Background:

Comments

Save Cancel

### Step 2: Observation Scoring Summary

1. Click **View** to see the Observation Scoring Summary.
2. This displays all Observations completed so far in the year for the teacher. Use the **“By”** column function, located near the top left, to select the Observations you would like to see ‘tallied’ in the summary form on the right.

**View Activity**

<< Back | View Feedback

Menu	By	Created Date
1	<input checked="" type="checkbox"/> ncdpi10 principal	06/12/2013
2	<input checked="" type="checkbox"/> ncdpi10 principal	06/12/2013
3	<input checked="" type="checkbox"/> ncdpi10 principal	06/12/2013