Plan for Deliberate Practice and
Escambia Leader Assessment (PDP and ELA)

Escambia County School District

ELA USER GUIDE

Updated 11/2013

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Start the Plan
(Leader)

From the PDP/Evaluation tab, start a new PDP & ELA plan from the **Start Plan** button. Click to open.

Welcome, ecsd leader1   LINK

Escambia County School District

| Home | PDP/Evaluation | PDP/Evaluation Participation | Professional Learning Opportunities | Certifications | PD360 | Online Help | Teacher Resources |

Current Evaluation   Archived Evaluations

*ELA: Escambia Leader Assessment 2013-2014

Start Plan

[2012-2013] ELA: Escambia Leader Assessment

Name	Current Activity	Date Modified	Current Activity Status	Link to Activity
leader1, ecsd		11/05/2013 @ 08:41 AM		2. Observation

Containers

The plan is organized by sections, or containers. Click a container to view the steps. The PDP container is where the Leader should begin.

*ELA: Escambia Leader Assessment 2013-2014

Evaluation Activities   Evaluation Access & Details

Plan for Deliberate Practice (PDP) for Leaders

10 Activities

ELA: Observations/Evidence

4 Activities

Strategies for Improvement

3 Activities

ELA: Evaluation Data

3 Activities

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Plan for Deliberate Practice for Leaders

Complete the PDP Steps
(Leader)

The first six steps should be completed by the Leader in the beginning of the school year.

The information in steps 3 – 5 should guide the Leader in determining his/her PDP focus for the year.

In step 6, the Leader will complete the embedded forms to guide the Leader in sharing his/her PDP focus for the year:

1. Identify a measure of student growth that you hope to impact through your PDP activities.

2. Complete the goal setting prompts in the next section.

> **Goal 1** should relate to the student growth measure you selected above.

> **Goal 2** is tied to the FPLS standards. You will choose an ELA element on which you would like to focus.

*ELA: Escambia Leader Assessment 2013-2014

Evaluation Activities | Evaluation Access & Details

Plan for Deliberate Practice (PDP) for Leaders

1. Add Your Evaluator(s) — Link to your evaluator.

2. Add Other Plan Viewers

3. Review Prior Stakeholder Input — View prior year survey results.

4. Prior Performance — View prior year FPLS ratings.

5. Self-Assessment

6. Plan for Deliberate Practice - Beginning of Year

To be completed at the beginning of the school year.

<< Back | Print Forms | 6. Plan for Deliberate Practice - Beginning of Year

N New **Student Growth Data**

None found

N New **Plan for Deliberate Practice - Beginning of Year**

None found

Evaluator Beginning of Year Comments

Leader Acknowledgement

Signature indicates submission for approval of the Professional Development Plan:

Signoff Status

No Signatures

Accept | Reject

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Sign & Submit the PDP
(Leader)

After completing the activities in PDP step 6, click the "Accept" button to add your digital signature to the form.

THEN you will need to click the ACTIONS menu at the top of the step, and click SUBMIT.

Sign & Submit the PDP
(Evaluator)

The next step, PDP step 7, belongs to the Evaluator. The Evaluator will review the Leader's PDP, and do one of two things:

1. **Accept the PDP as written**. To do this, the Evaluator will follow the exact same process that the Leader used in the above step (click Accept, then click Submit from the ACTIONS menu at the top of the step).

2. **Or, the Evaluator may reject the PDP** and request that the Leader revise it. To do this, the Evaluator would click on the Reject button at the bottom of the step. Then the Leader would make changes, and re-submit PDP step 5 to his/her evaluator.

Complete the PDP

Remaining steps are completed by the end of the year in the same fashion, with the Leader and Evaluator both completing their respective steps.

Signoff Status

Signoff Status	Name	Signoff Date
Accepted	ecsd leader1	2013-11-15 @ 09:00:52

Accept

<< Back | Actions ▼ | 5. Pro
Print Forms
Submit

Student...

Edit

✅ 6. Plan for Deliberate Practice - Beginning of Year
Last Update - 11/15/2013 @ 9:02 AM

To be completed at the beginning of the school year.

7. Evaluator Beginning of Year Signature

Beginning of Year signatures indicate agreement of content and implementation of the PDP.

8. PDP - Additional Ongoing Documentaton

9. Plan for Deliberate Practice - End of Year Review

To be completed at the end of the school year.

10. Evaluator End of Year Signature

End of Year Signatures indicate completion of the Professional Development Plan.

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Observation / Evidence Collection Process

Observation & Evidence
(Evaluator)

Observation step 1 is where the Evaluator records evidence of the Leader's performance and assigns an effectiveness rating (HE, E, NI, U) at the component level.

ELA: Observations/Evidence

1. Observation

The observation / evidence collection process is ongoing throughout the school year. Effectiveness ratings do not have to be marked or changed every time evidence/notes are tagged to the framework. Ratings (HE, E, etc.) may be changed throughout the school year as evidence accumulates and the preponderance of evidence supports a rating at a different effectiveness level. It should be noted that Leaders can only view evidence that the Evaluator has tagged to the framework (as opposed to untagged notes in the Notes Library).

To support growth, the Evaluator should **SHARE** the observation with the Leader both by clicking the Share button in the observation, and by informing the Leader when new evidence or ratings have been added to the Leader's observation.

(Leader)

The Mid-Year Survey (step 2) should be completed by the Leader prior to the mid-year conference with the Evaluator. The Evaluator should communicate a desired conference time with the Leader.

Step 3 is where the Leader can go to view ongoing observation ratings and notes throughout the school year, as posted by the Evaluator.

The Leader Artifact step (4) is where the Leader should upload artifacts at any time during the school year. **Artifacts in this step must be tagged to the framework.** If they are not tagged, the Evaluator will not see them or be able to consider them as evidence for evaluation ratings. Files can be attached to the notes / artifacts in this step.

2. Mid-Year Survey

3. View Observation Results

4. Leader Artifacts

ELA: Notes Library - Leader - 4. Leader Artifacts

Add   Filter   Sort

Edit   Delete   by: RYAN HESS (11/15/2013 09:55:14 AM CST)

Example artifact . . .

Tags:
Component 1 - Student Learning Results

Attachments: Attach File

No file found

The Evaluator will be able to see tagged artifacts the Leader submitted in Observation step 1. The Evaluator may consider the Leader artifacts when evaluating the Leader.

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Strategies for Improvement

Initiating Strategies
(Evaluator)

Leaders who receive a component level rating of Unsatisfactory should be provided with strategies for improvement by his or her Evaluator. Upon issuing an Unsatisfactory rating, the Evaluator would then complete Strategies for Improvement step 1.

Implementing the Strategies
(Leader)

The Evaluator would then conference with the Leader and share the strategies. The Leader should acknowledge reading / reviewing the required strategies in **step 2.**

Follow-Up
(Evaluator)

The Evaluator may then complete the follow up step (3) to document the Leader's implementation of the strategies. Ultimately, however, the outcome will be reflected in the observation step where the Evaluator rates the Leader on each FPLS component.

Strategies for Improvement

1. Strategies for Improvement

Required for leaders that receive an Unsatisfactory score in their observation. The form is to be... Read More

2. Strategies for Improvement - Leader Sign-Off

Leader acknowledges receipt of strategies for improvement.

3. Strategies for Improvement - Follow Up

Optional follow-up documentation.

Strategies for Improvement

Date:	11/15/2013
Evaluator's Statement:	You are not providing timely and accurate feedback to the teachers you are responsible for evaluating. Susie Q. and Marcy B. have both been evaluated and rated by you, however, you did not provide evidence to support your evaluation ratings.
Strategies for Improvement:	1. Attend the evidence and artifact training that Professional Learning is offering this month. 2. Schedule a time to evaluate a teacher with me, and we will compare our evidence and ratings after the evaluation to calibrate our ratings.
Follow-up Date:	12/10/2013
Rating Level:	Unsatisfactory

Strategies for Improvement-Leader Sign-Off

Strategies for Improvement - Leader's Sign-Off:	I acknowledge I have received strategies for improvement
Date:	11/18/2013

Strategies for Improvement-Follow Up

Optional follow-up documentation.

1.

Documentation:	The Leader attended the required training, and we calibrated together after observing a teacher. Feedback practices appears to have improved, but I will continue to monitor feedback provided to teachers on their observations throughout the year.
Attachments:	
Date:	12/10/2013

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Preliminary Sign-Offs
(Leader and Evaluator)

The Evaluation Data container is where all portions of a Leader's evaluation are broken down to display scores and ratings.

Step 1 is where the Leader can review the FPLS ratings that contribute to his or her score.

Step 2 and 3 are where the Leader and Evaluator sign off on the preliminary score before the end of the school year. The preliminary score is derived from the FPLS ratings and the completion status of the Leader's PDP.

Steps 4 – 6 contain data that typically is not available at the end of a school year. A learning growth score and rating will be displayed in **step 4** after that data is received from the state. Employee engagement and parent satisfaction scores and ratings will be displayed in **step 5** after that data is processed.

Step 6 will show a breakdown of all scores that were part of the Final Evaluation Rating. Some portions will display "incomplete" until the data is received and loaded into the system. The Final Evaluation Rating and Score will be displayed in this step once data for all measures is available.

Reviewing Evaluation Scores

ELA: Evaluation Data Last Update - 08/04/2013 @ 9:43 AM

1. Review Evaluation Data

2. FPLS Evaluation: Leader Sign-off
Last Update - 08/04/2013 @ 9:43 AM

3. FPLS Evaluation: Evaluator Sign-off
Last Update - 08/07/2013 @ 1:31 PM

4. Learning Growth Data

5. Stakeholder Survey Data   Score: Needs Imp

6. Final Evaluation Score

Summative Rating

Name: ecsd leader1

Employee ID: ecsd1

Email: rhess@escambia.k12.fl.us

Step	Weight	Score	Rating
2. Observation	40%	61.9	Needs Improvement/Develo
4. Learning Growth Data	50%	N/A	Incomplete
5. Stakeholder Survey Data	10%	N/A	Incomplete
Final Evaluation Rating		N/A	Incomplete