

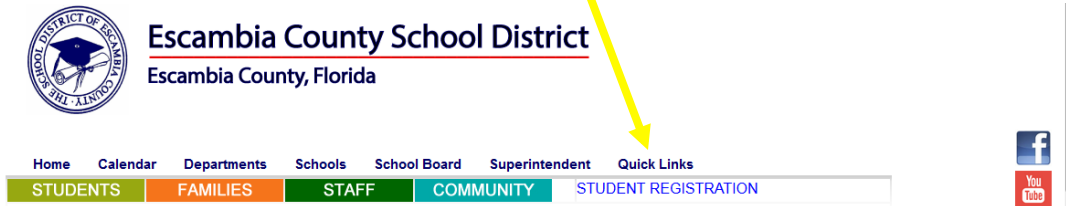
EPE EVALUATION USER GUIDE

Escambia Professional Evaluation
“Plan for Deliberate Practice” (PDP) Instructions and
Observation Guidelines for Employee and Evaluator

ECSD

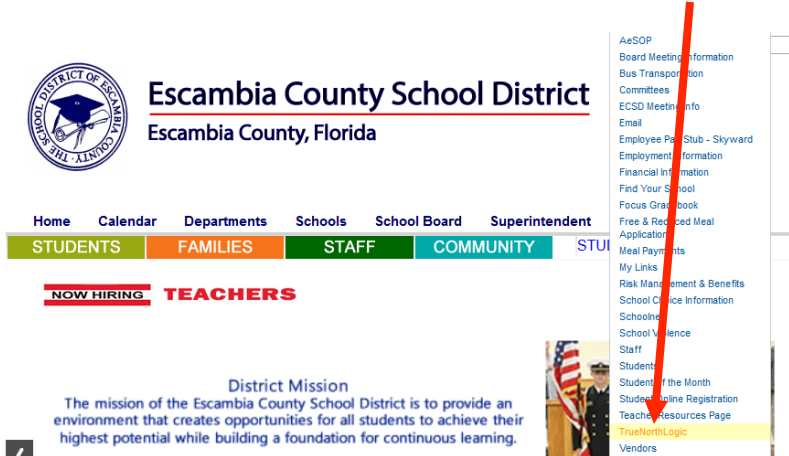
3/16/2018

Escambia Professional Evaluation participants (EPE plan) can access their evaluations by logging into the school district's website at www.escambia.k12.fl.us, and clicking on the **Quick Links** at the top right of the district homepage.

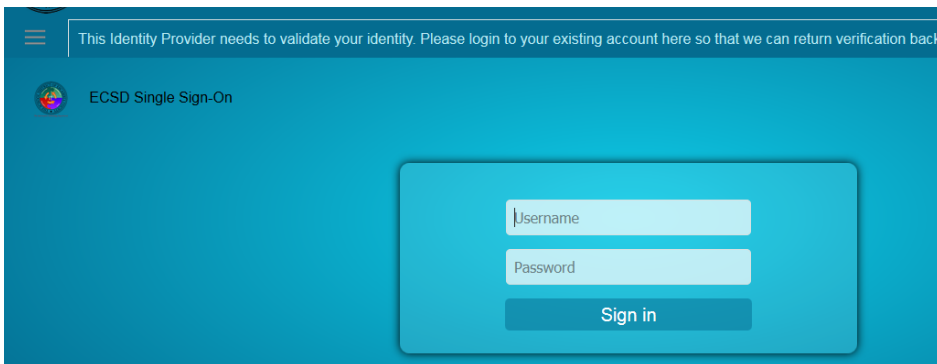


Clicking on Quick Links will open a drop down menu.

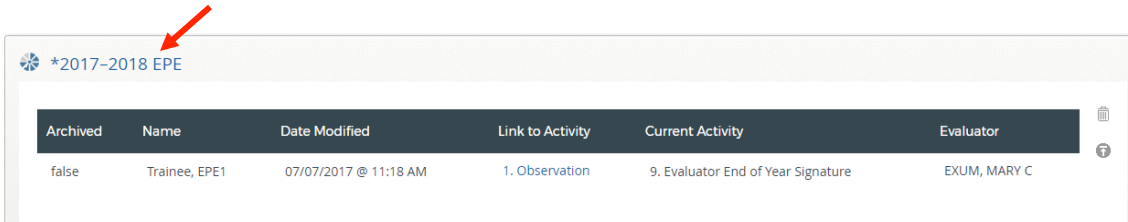
Scroll down to TrueNorthLogic (second from bottom) and click on **TrueNorthLogic**.



The log-in for Escambia's Single Sign On will appear. Employees use their Novell username and password to log in.



Click on the **PDP/Evaluation** tab (second tab from the left). The EPE plan for 2016-2017 and 2017-2018 will appear. Click on the **2017-2018** plan to open your evaluation.



EPE Plan 2017-2018 [EPE Employee View](#)

The EPE plan has four containers. Click on the **title** of the first container to open it in order to view the 9 activities.

The screenshot shows the navigation menu at the top with options: Home, PDP/Evaluation, PDP/Evaluation Participation, Professional Learning Opportunities, Certifications, Mentoring, Teacher Resources, and Online PD. Below the menu, the page title is '*2017-2018 EPE'. There are two tabs: 'Evaluation Activities' (selected) and 'Evaluation Access & Details'. The main content area displays four containers:

- Plan for Deliberate Practice (PDP) for Leaders Last Status Update - 07/07/2017 @ 10:15 AM (Contains 9 Activities)
- EPE: Observations/Evidence Last Status Update - 07/07/2017 @ 11:16 AM (Contains 3 Activities)
- Strategies for Improvement (Contains 3 Activities)
- EPE: Evaluation Data Last Status Update - 07/07/2017 @ 11:18 AM (Contains 6 Activities)

First step is to link to evaluator. Click on **step #1** "Add Your Evaluator".

This screenshot shows the same interface as above, but with the first container expanded. It displays two steps:

1. Add Your Evaluator(s) * (Last Status Update - 07/07/2017 @ 9:02 AM)
2. Add Other Plan Viewers

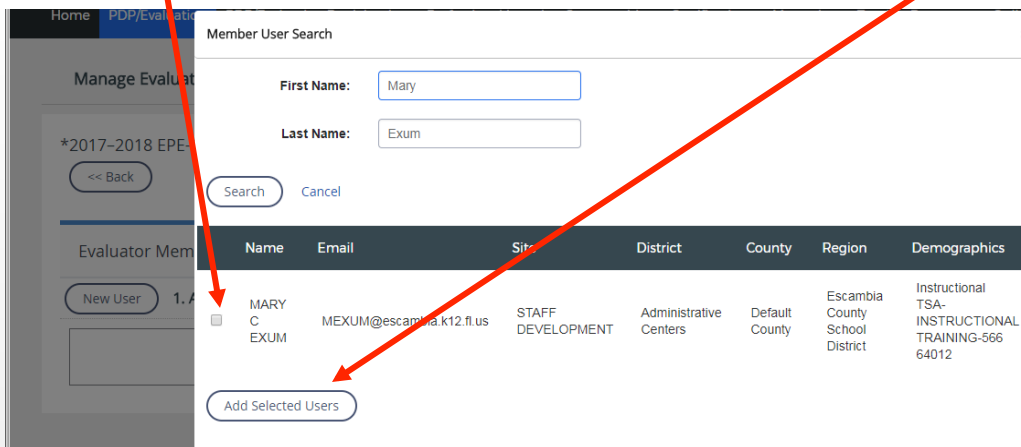
Add Your Evaluator view: By clicking on "**New User**", you will open a Member User search box.

The screenshot shows the 'Add Your Evaluator' view for the plan. It includes a back button, a title bar, and a section for 'Evaluator Members'. A 'New User' button is highlighted with a red arrow. Below the button, it says '1. Add Your Evaluator(s)' and 'No Users in Group'.

Do a member search by adding **first** and **last** name of evaluator and clicking "**Search**".

The screenshot shows a 'Member User Search' dialog box. It has two input fields: 'First Name' and 'Last Name'. Below the fields are 'Search' and 'Cancel' buttons. Red arrows point to the 'First Name' and 'Last Name' fields, and another red arrow points to the 'Search' button.

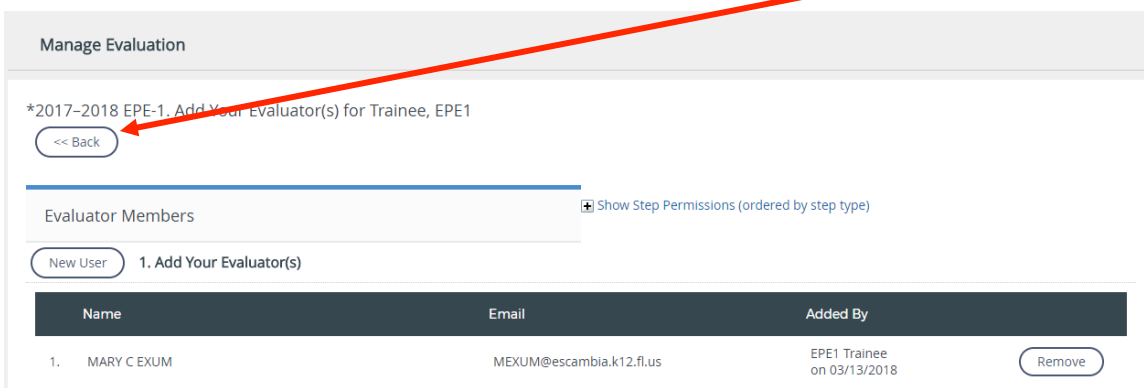
Click on the **box** to left of name to add a checkmark and then click on **“Add Selected User”**.



The screenshot shows a 'Member User Search' dialog box. It has input fields for 'First Name' (containing 'Mary') and 'Last Name' (containing 'Exum'). Below these fields are 'Search' and 'Cancel' buttons. A table of search results is displayed below the buttons. The first result is selected, indicated by a checkmark in a box to the left of the name. Below the table is an 'Add Selected Users' button. Red arrows point from the text above to the checkmark box and the 'Add Selected Users' button.

Name	Email	Site	District	County	Region	Demographics
<input checked="" type="checkbox"/> MARY C EXUM	MEXUM@escambia.k12.fl.us	STAFF DEVELOPMENT	Administrative Centers	Default County	Escambia County School District	Instructional TSA-INSTRUCTIONAL TRAINING-566 64012

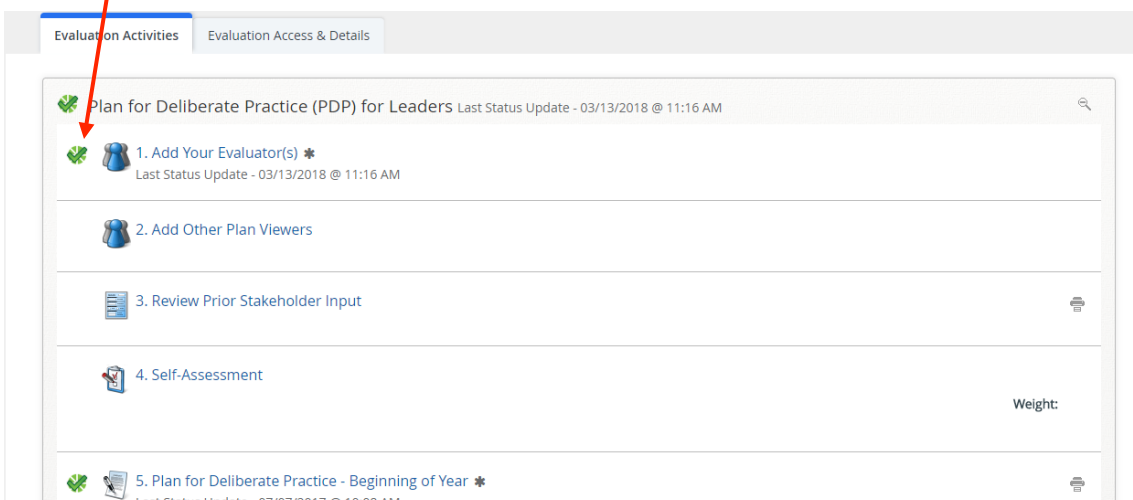
Your selected evaluator will appear in the **“Add Your Evaluator”** box. Click on the blue **“Back”** button to return to the 10 activities listed in the PDP.



The screenshot shows the 'Manage Evaluation' page. It features a section titled '*2017-2018 EPE-1. Add Your Evaluator(s) for Trainee, EPE1' with a '<< Back' button. Below this is a section for 'Evaluator Members' with a 'New User' button and a step indicator '1. Add Your Evaluator(s)'. A table lists the added evaluator: '1. MARY C EXUM' with email 'MEXUM@escambia.k12.fl.us' and 'Added By' 'EPE1 Trainee on 03/13/2018'. A 'Remove' button is next to the entry. A red arrow points from the text above to the '<< Back' button.

Name	Email	Added By
1. MARY C EXUM	MEXUM@escambia.k12.fl.us	EPE1 Trainee on 03/13/2018

The **green check** at step # 1 indicates you have linked to your evaluator. Add additional plan viewers in step #2. Click on **Self-Assessment step**. This step is your first exposure to your rubric, so score yourself at the performance level you think you rate. Your Self-Assessment does not count on your evaluation scoring. You do **not** have to share your self-assessment.



The screenshot shows the 'Evaluation Activities' page. It lists several activities: 'Plan for Deliberate Practice (PDP) for Leaders', '1. Add Your Evaluator(s) *' (marked with a green checkmark), '2. Add Other Plan Viewers', '3. Review Prior Stakeholder Input', '4. Self-Assessment', and '5. Plan for Deliberate Practice - Beginning of Year *'. A red arrow points from the text above to the green checkmark next to step 1.

Open the Self-Assessment by clicking on **“Start New”** button.

<< Back *2017-2018 EPE
4. Self-Assessment
Print Plan for Trainee, EPE1

Menu	By	Created Date	Status	Shared
No information to display				

Start New

Domain 1 – Support of Schools and Departments

Highly Effective Effective Needs Improvement Unsatisfactory

Component 1 – Planning for the Provision of Services to Support the District's Academic Mission for Students

Element 1.1 – Understanding and articulating the relationship between departmental services and school conditions for academic success

Element 1.2 – Developing and maintaining a personal vision for how the services one provides positively impacts schools

Component 2 – Executing Duties in Alignment with the Department's Vision for Supporting Schools

Element 2.1 – Accomplishing assigned duties and providing support services in a timely and courteous manner

Once opened, you rate yourself on the level of performance described in your rubric by selecting from the **“Please Choose”** menu. To open and view your rubric for each component, click on **“View Rubric”**. To close the rubric, click **“View Rubric”** again. Click on **“Edit”** to open a text box to write yourself notes about possible evidence. Once completed, click **“Save and Exit”**.

Save & Exit Observing: Trainee, EPE1

Save Changes Share Finalize Preview

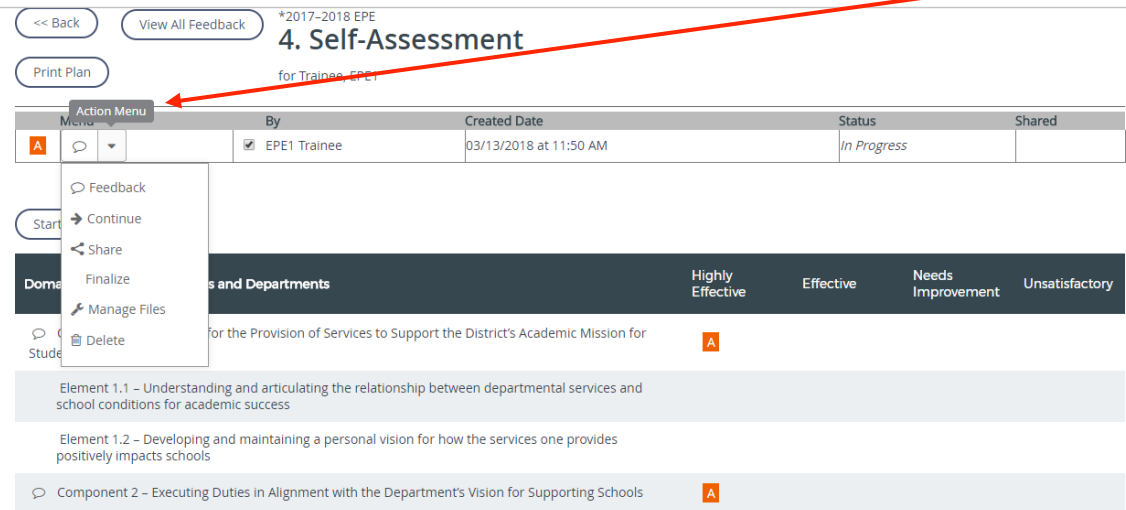
4. Self-Assessment for Trainee, EPE1

Evaluator: EPE1 Trainee
Assessment Date: 03/13/2018

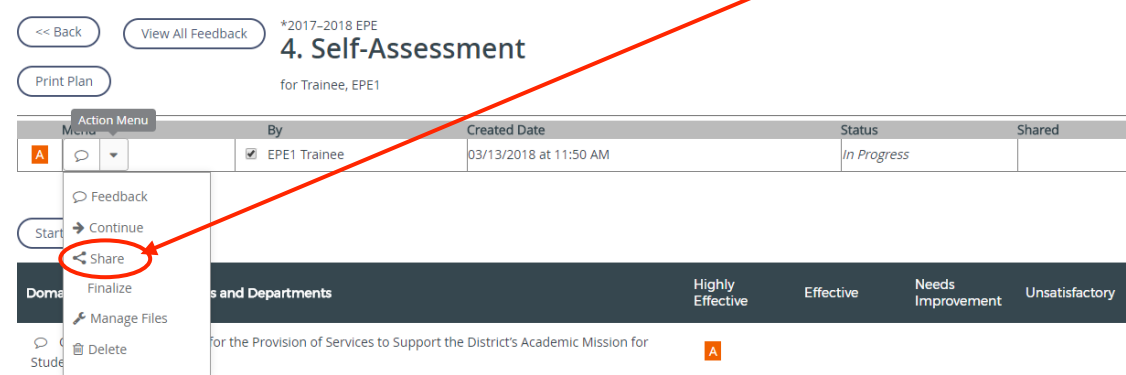
Domain 1 – Support of Schools and Departments	Rating	Evidence
Component 1 – Planning for the Provision of Services to Support the District's Academic Mission for Students	Please Choose	Edit
Element 1.1 – Understanding and articulating the relationship between departmental services and school conditions for academic success		
Element 1.2 – Developing and maintaining a personal vision for how the services one provides positively impacts schools		

View Rubric

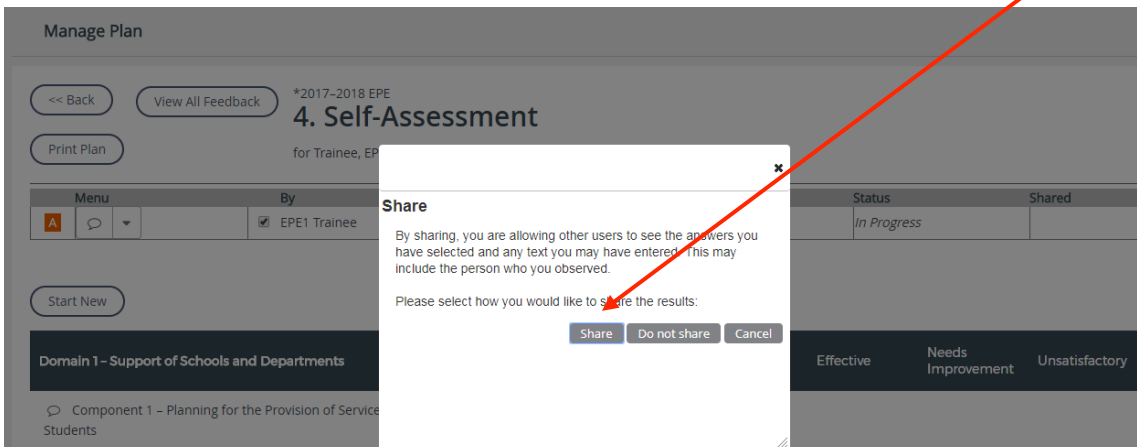
Completed Self-Assessment can be shared with your evaluator or not. Click on the **Action menu** symbol to select choice.



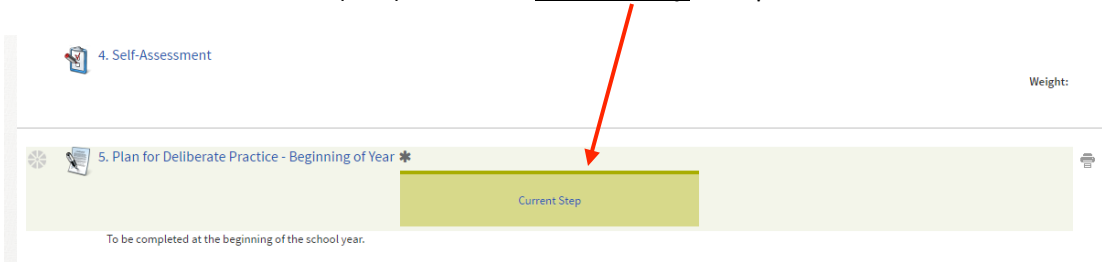
Sharing your self-assessment requires two steps. First, click on **“Share”** from the Action Menu list.



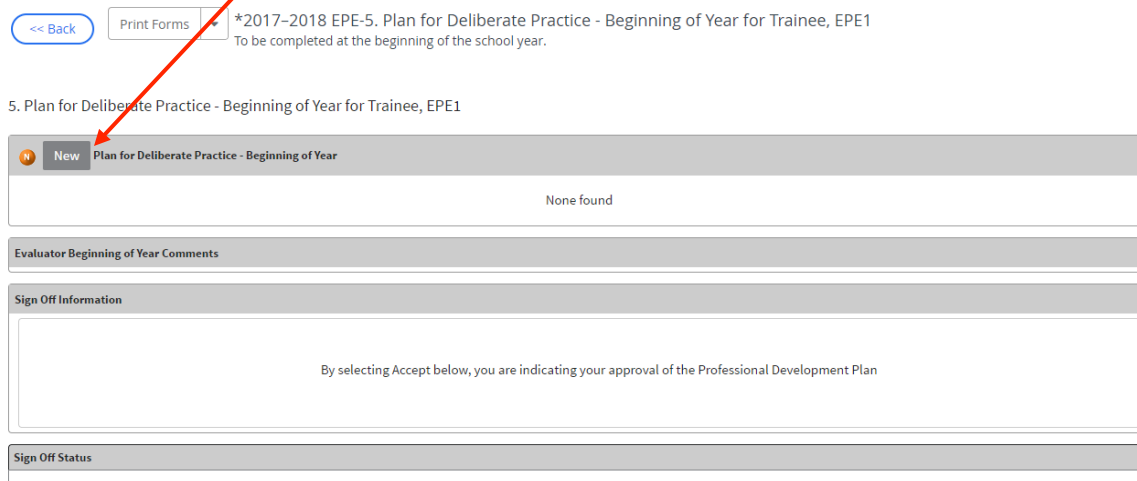
If the EPE participant chooses to share the self-assessment with the evaluator, then click **“Share”** again. This will allow the evaluator to see the self-assessment ratings entered by the professional employee. **Sharing is optional!**



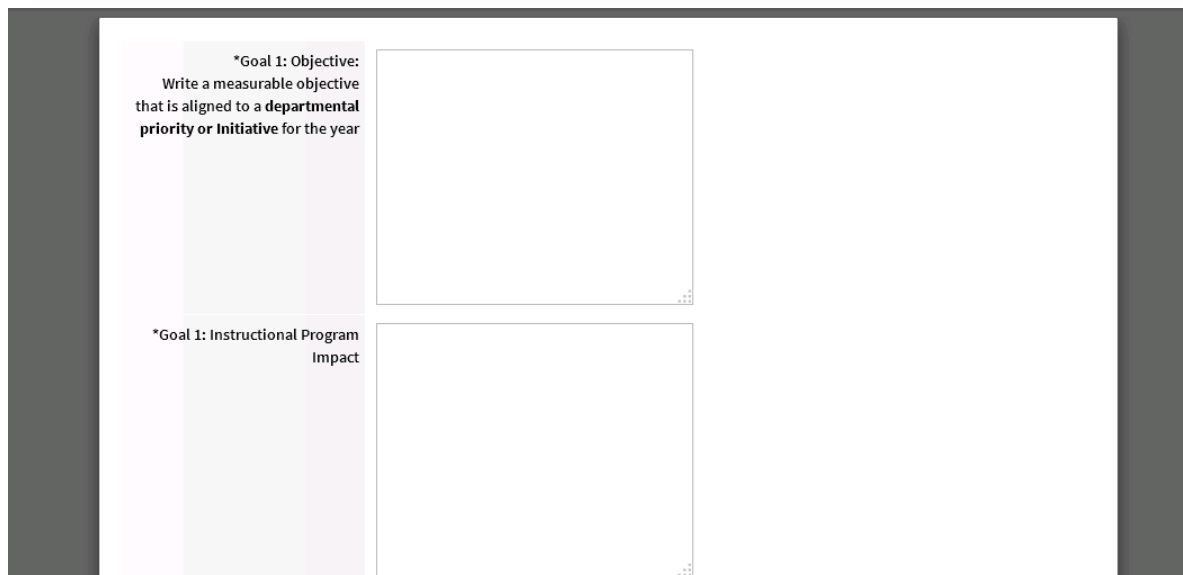
Plan for Deliberate Practice (PDP): Click on **“Current Step”** to open the PDP.



You will click on the **“New”** button to open your required responses. When you complete and save your responses, you will be given the option of “Accept/Reject” and you will click on “Accept”.

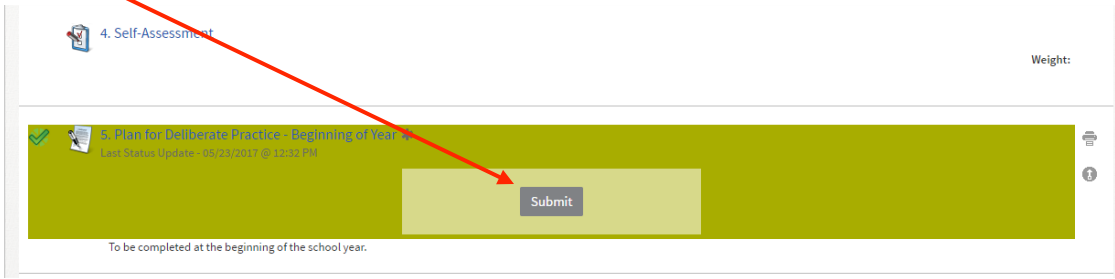


All steps with asterisks (*) are required to be completed in the PDP. Plan participants will create two goals with corresponding action plans.

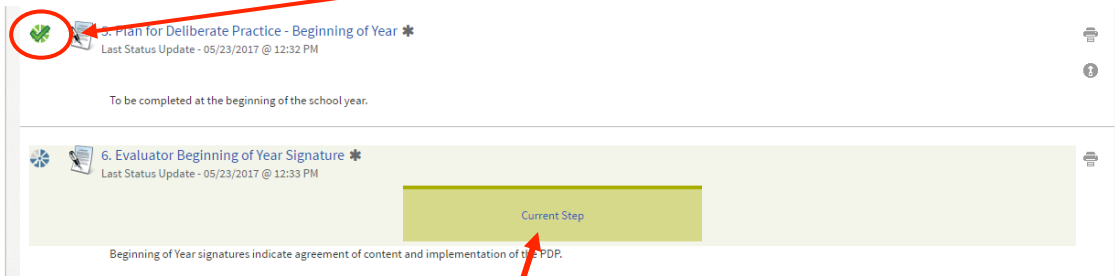


Once you complete all required responses and click “Save” on the bottom right, you will get the option for “Accept or Reject”. Click “Accept”.

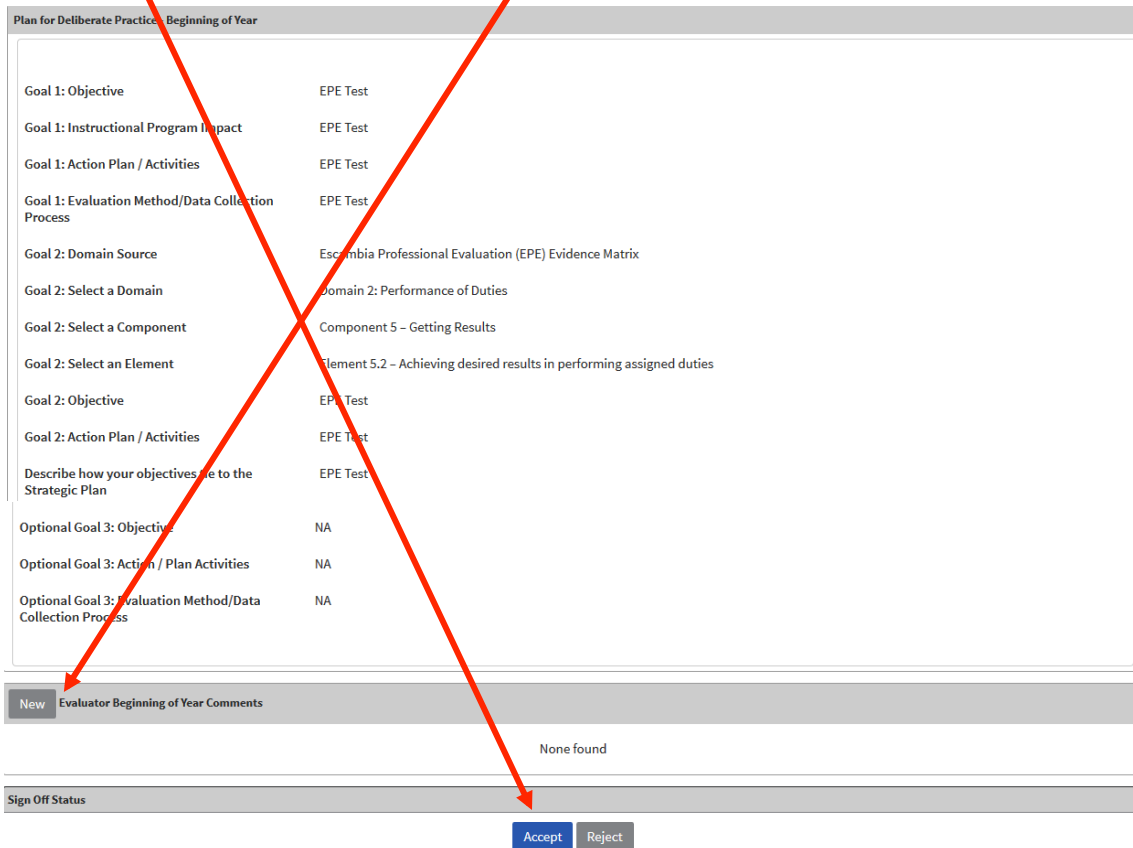
Your PDP will return to the steps and your PDP field is now green with the **“Submit”** button in the middle. Click on **“Submit”** and the professional employee’s PDP moves to the evaluator for approval (acceptance).



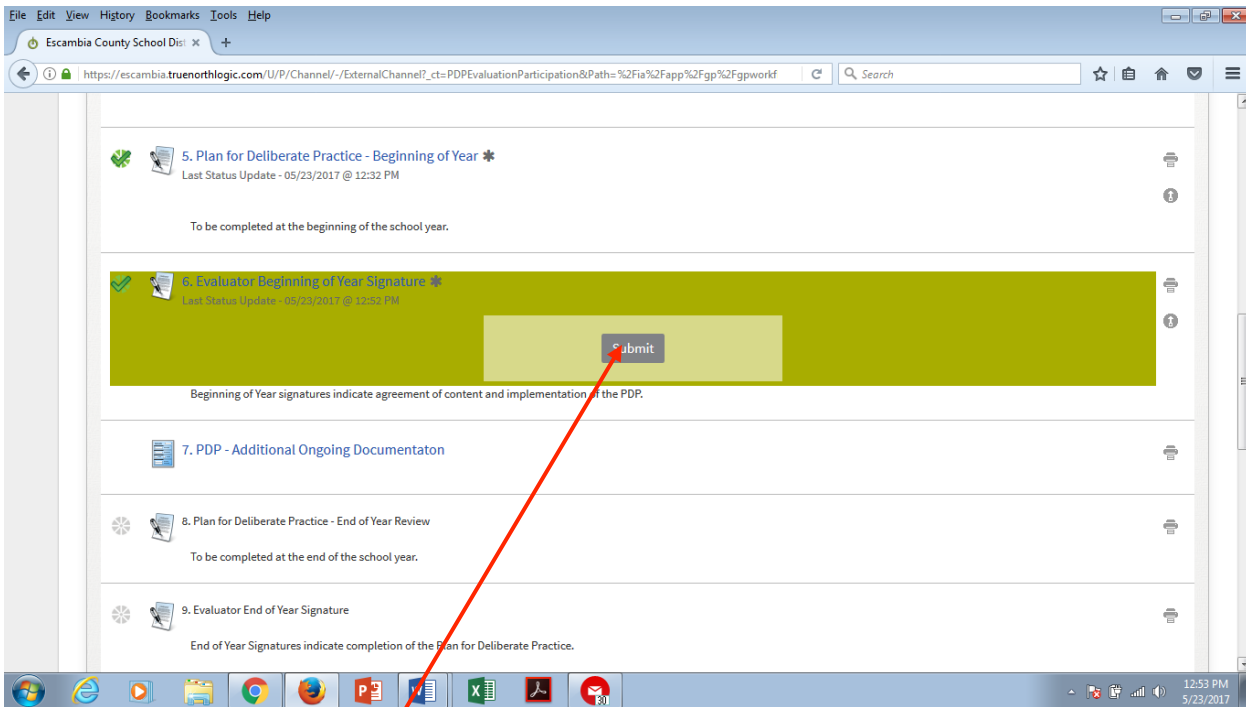
If submitted properly, the participant’s step # 5 will have a **green check** in the left margin and the Evaluator Beginning of the Year Signature, step #6 will display **“Current Step”**.



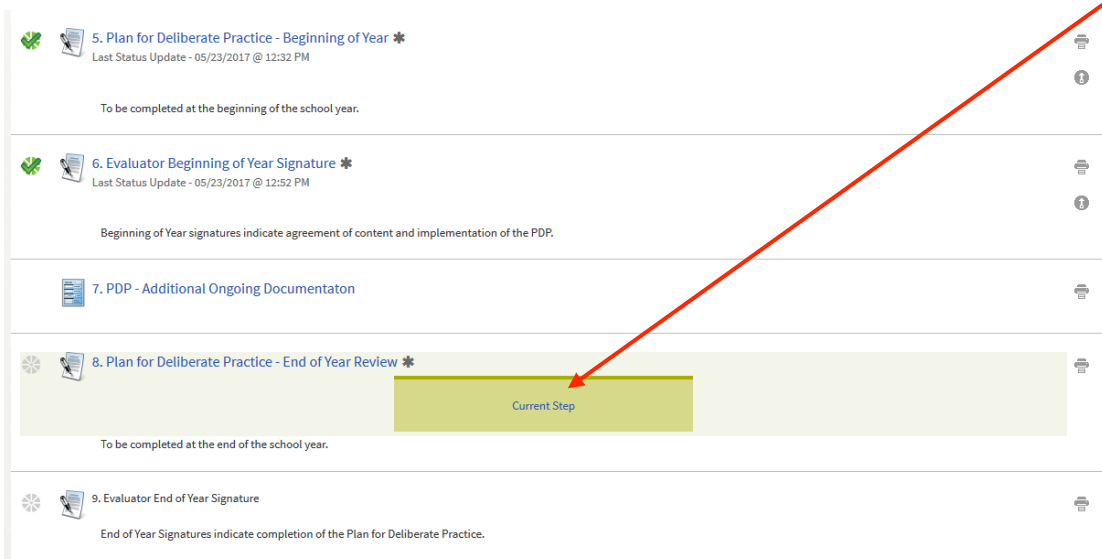
EPE Evaluator View: The evaluator will select the EPE employee from their participation tab in TNL, click on the Plan for Deliberate Practice, and click on **“Current Step”** to open the professional employee’s PDP. The evaluator will see the employee’s PDP responses and may click on **“New”** to open the comment text box (optional). The evaluator either **accepts or rejects** the PDP. When rejected, the plan moves back to step # 5, which allows the employee to make revisions or corrections.



If accepted, the PDP will return to the PDP steps and # 6 will be green with a blue “Submit” button in the middle.



The evaluator clicks “**Submit**” to move the plan forward to the employee’s step # 8, “**End of Year Review**”.



EPE Professional Employee View:

Step # 7, “Additional Ongoing Documentation” is open all year for the professional employee to upload evidence that he or she met the action plans described in the employee’s PDP. The original Beginning of the Year plan is visible for review. To add documents, click on the “**New**” button on bottom left.

Plan for Deliberate Practice - Beginning of Year

Measurable Objective - Leader Growth	EPE Test
Professional Growth Activity - Leader Growth	EPE Test
Evaluation Method/Data Collection Process - Student Growth	EPE Test
Professional Growth Activity	EPE Test
Evaluation Method/Data Collection Process	EPE Test
Describe how your objectives tie to the Strategic Plan	EPE Test
Optional Measurable Objective	NA
Optional Professional Growth Activity	NA
Optional Evaluation Method/Data Collection Process	NA

New Additional Optional Documentation

None found

When opened, you can add notes describing the evidence. Then, click on “**Attach a File**”

Additional Optional Documentation

Progress Notes

Attachment

Save Save & Exit Cancel

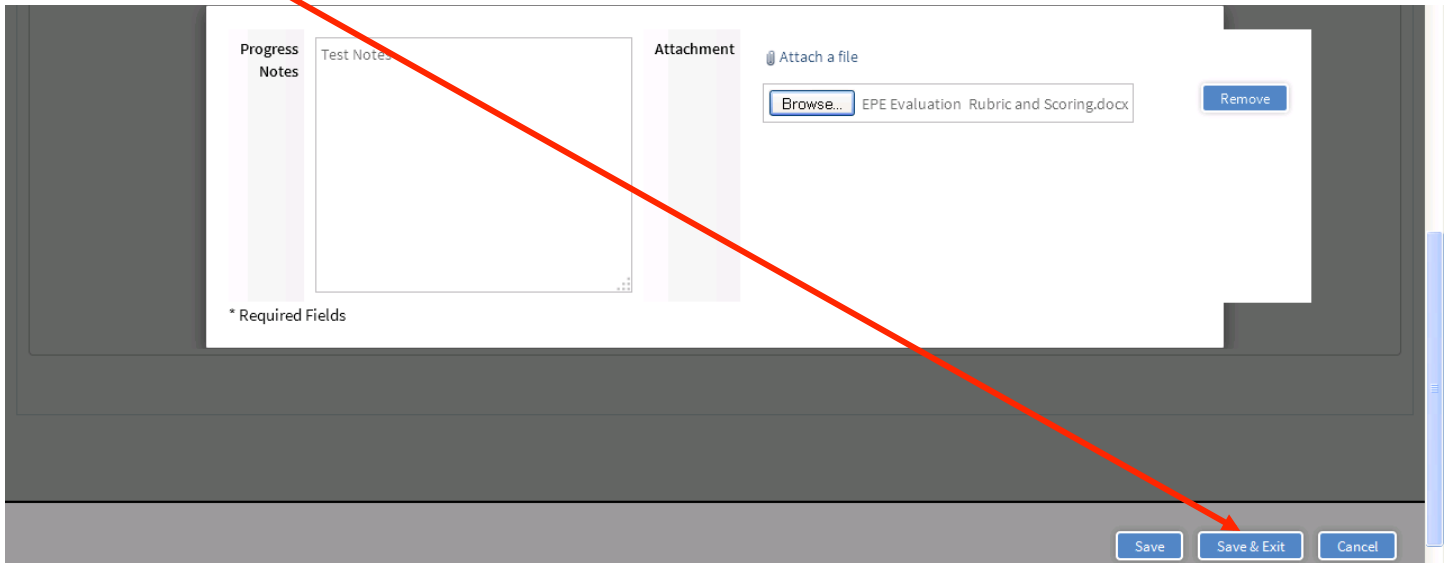
“**Browse**” through your opened files, select file, click “Open” and document you wish to upload will appear.

Progress Notes

Attachment

Teacher Rubric.pdf
5/23/2017 1:04 PM by EXUM, MARY C

Click **"Save and Exit"** to upload your description and document. Your **description** and **document** are now listed for your evaluator to access.



The screenshot shows a web form with several sections: 'Progress Notes' with a 'Test Notes' text area, an 'Attachment' section with an 'Attach a file' button and a 'Browse...' button, and a 'Remove' button. Below the 'Attachment' section, there is a text input field containing 'EPE Evaluation Rubric and Scoring.docx'. At the bottom right of the form, there are three buttons: 'Save', 'Save & Exit', and 'Cancel'. A red arrow points from the top left of the page to the 'Save & Exit' button.

Click **"Back"** at top left to return to the PDP steps.



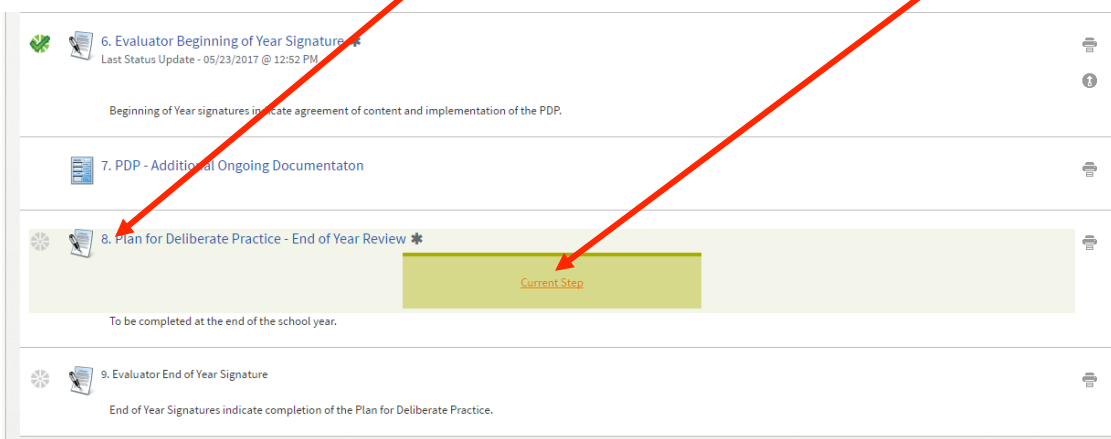
The screenshot shows a navigation bar with a '<< Back' button, a 'Print Forms' dropdown menu, and a title: '*2017-2018 EPE-5. Plan for Deliberate Practice - Beginning of Year for Trainee, EPE1'. Below the title, it says 'To be completed at the beginning of the school year.' A red arrow points from the top left of the page to the 'Back' button.



The screenshot shows a step titled '7. PDP - Additional Ongoing Documentaton for Trainee, EPE1'. Below the title, there is a table with the following content:

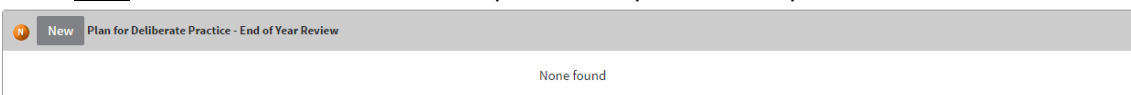
Plan for Deliberate Practice - Beginning of Year	
Measurable Objective - Leader Growth	EPE Test
Professional Growth Activity - Leader Growth	EPE Test
Evaluation Method/Data Collection Process - Student Growth	EPE Test

Professional employees need to return to step #8 to review the professional growth activities listed for goals 1 and 2 of the PDP and respond to the required fields in the End of Year Review. Click on **"Current Step"** to open the step.



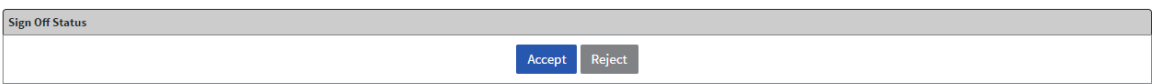
The screenshot shows a list of PDP steps. The steps are: 6. Evaluator Beginning of Year Signature, 7. PDP - Additional Ongoing Documentaton, 8. Plan for Deliberate Practice - End of Year Review, and 9. Evaluator End of Year Signature. Step 8 is highlighted in green and has a 'Current Step' label. A red arrow points from the top left of the page to the 'Current Step' label.

Click **"New"** on "End of Year Review" to open and respond to the questions.



The screenshot shows a 'New' button on a page titled 'Plan for Deliberate Practice - End of Year Review'. Below the button, it says 'None found'.

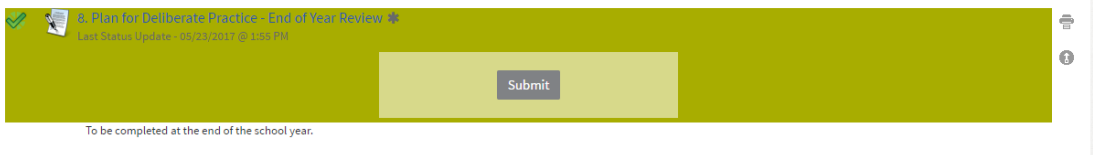
Click **“Save and Exit”**, and then **“Accept”** at the bottom.



Sign Off Status

Accept Reject

Return to the steps, and click **“Submit”** from step #8.

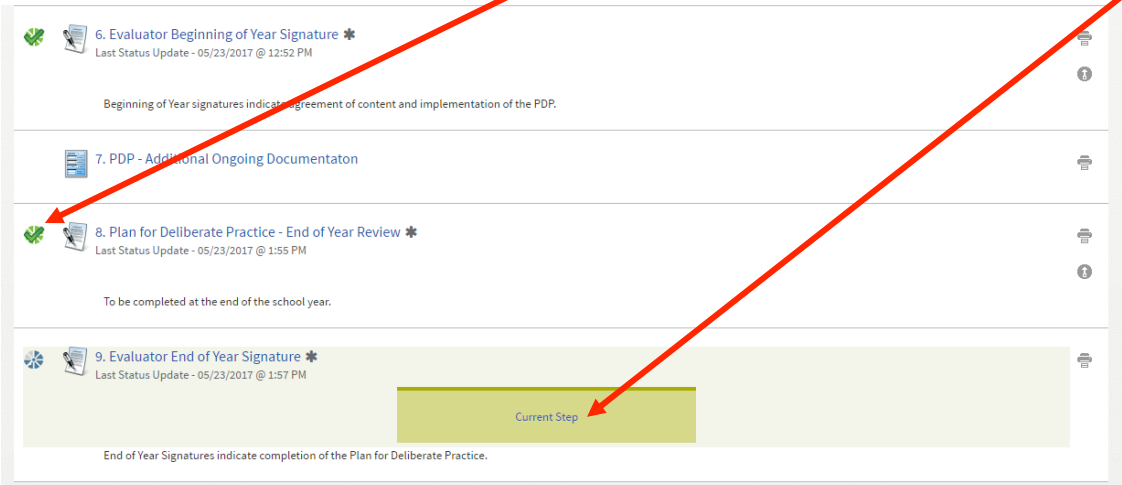


8. Plan for Deliberate Practice - End of Year Review *
Last Status Update - 05/23/2017 @ 1:55 PM

Submit

To be completed at the end of the school year.

If correctly submitted, step # 8 will have a **green check** and the Evaluator’s step will display **“Current Step”**.



6. Evaluator Beginning of Year Signature *
Last Status Update - 05/23/2017 @ 12:52 PM

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

7. PDP - Additional Ongoing Documentaton

8. Plan for Deliberate Practice - End of Year Review *
Last Status Update - 05/23/2017 @ 1:55 PM

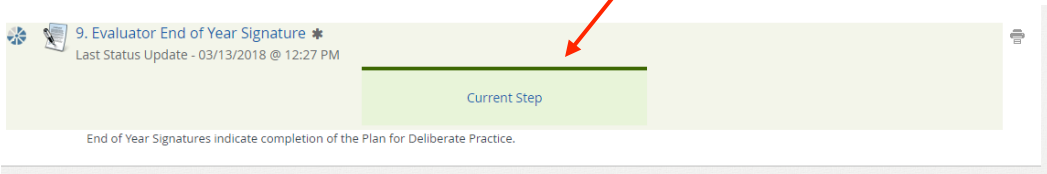
To be completed at the end of the school year.

9. Evaluator End of Year Signature *
Last Status Update - 05/23/2017 @ 1:57 PM

Current Step

End of Year Signatures indicate completion of the Plan for Deliberate Practice.

EPE Evaluator View: The evaluator will click on **“Current Step”** to view the professional employee’s **“End of the Year Review”**

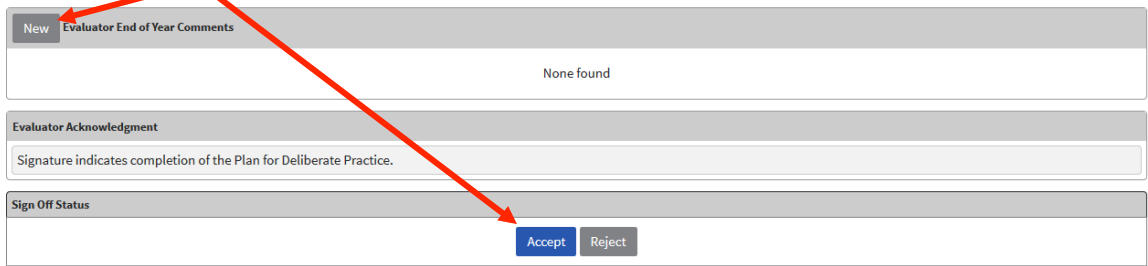


9. Evaluator End of Year Signature *
Last Status Update - 03/13/2018 @ 12:27 PM

Current Step

End of Year Signatures indicate completion of the Plan for Deliberate Practice.

The **evaluator** reviews any supporting evidence provided in uploads by the professional employee and the **“End of Year Review”**, adds any additional comments by clicking on the **“New”** button in the comment section (optional), and clicks on **Accept** at the bottom.



New Evaluator End of Year Comments

None found

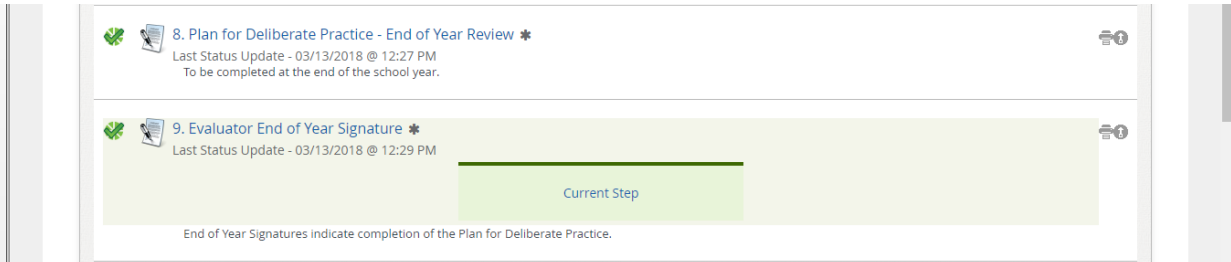
Evaluator Acknowledgment

Signature indicates completion of the Plan for Deliberate Practice.

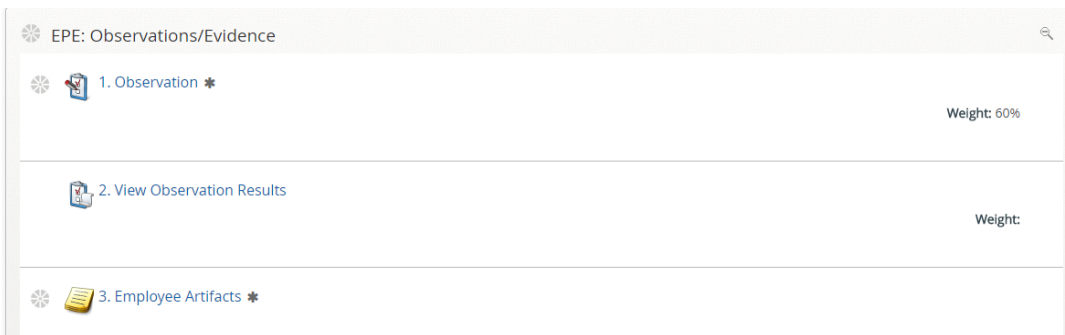
Sign Off Status

Accept Reject

Once the **green check** appears at step # 9, the employee receives the credit for completing the PDP process. The Evaluator step will continue to display “Current Step”. As long as the evaluator has a green check at step # 9, the employee will receive the full PDP points in their observation.



The Observation container contains the observation activity at step 1. Evaluator clicks on “Observation” to open the activity.



Evaluator clicks on “Start New” to open container.

1. Observation
for Trainee, EPE2

Print Plan

Menu	By	Modified Date	Status	Shared	Score
No information to display					

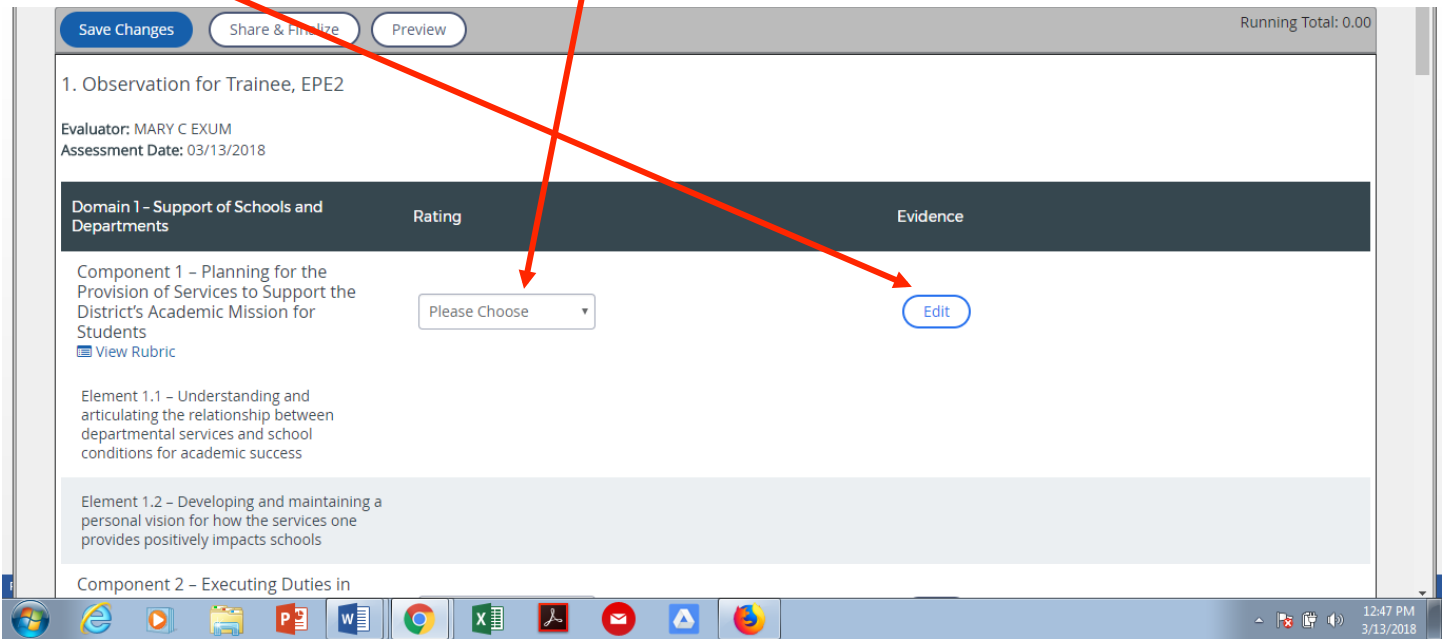
Start New

Total Points: 0 Point Summary: 0 0 0 0

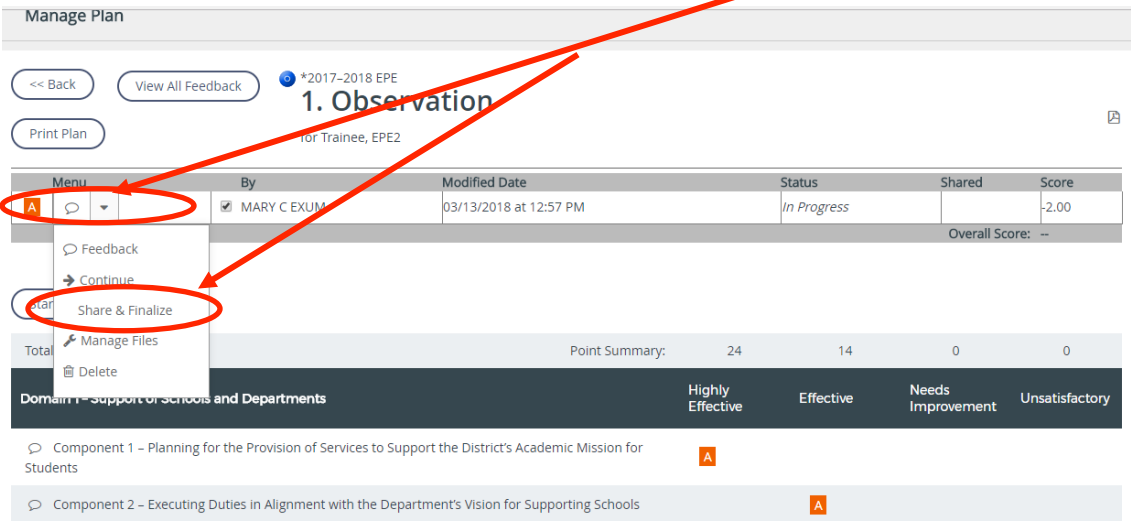
Domain 1 – Support of Schools and Departments	Highly Effective	Effective	Needs Improvement	Unsatisfactory
Component 1 – Planning for the Provision of Services to Support the District’s Academic Mission for Students				
Component 2 – Executing Duties in Alignment with the Department’s Vision for Supporting Schools				

Domain 2: Performance of Duties	Highly Effective	Effective	Needs Improvement	Unsatisfactory

Evaluator selects the rating by clicking on "Please Choose" to see the drop down menu. Evidence can be entered by clicking on "Edit" to open a text box for typing.



Once all 11 components have been rated, the evaluator clicks on the drop down menu symbol and selects Share and Finalize to save the ratings and share their view with the plan participant.



EPE participant and evaluator can see the observation is complete and shared.

Menu	By	Modified Date	Status	Shared	Score
A	MARY C EXUM	03/13/2018 at 12:57 PM	Complete	<input checked="" type="checkbox"/>	85.41

Overall Score: 85.41

Domain	Highly Effective	Effective	Needs Improvement	Unsatisfactory
Domain 1 – Support of Schools and Departments	24	14	0	0

Component 1 – Planning for the Provision of Services to Support the District's Academic Mission for Students: A

Component 2 – Executing Duties in Alignment with the Department's Vision for Supporting Schools: A

EPE Participant can upload artifacts of their own choice to offer the evaluator evidence of work that evaluator can use to support ratings, if they so choose. Click on “New Note” to open text box to enter description of evidence.

Enter description and tag it (enter check in box) to the correct component for evidence.

Click “Attach File” to upload a document to the description.

Enter evidence and select component to tag.

Tags: Component 1 – Planning for the Provision of Services to Support the District's Academic Mission for Students

Attachments: Attach File

Document is attached at bottom right.

Filter Sort Print New Note

Edit Delete

By: MARY EXUM03/13/2018 02:02:39 PM CDT

Enter evidence and select component to tag.

Tags:
Component 1 - Planning for the Provision of Services to Support the District's Academic Mission for Students

Attachments:
Attach File

Help Document Update for Finding Transcript Points a...
3/13/2018 2:05 PM by EXUM, MARY C

Strategies for Improvement Container:

This container is only opened and filled in by **evaluator** if an employee receives an Unsatisfactory rating. The evaluator completes step one by issuing two strategies to help the employee to improve. The **evaluatee** acknowledges receipt of the strategies by signing off (accepting) at step 2. This does not mean employee is agreeing, but is acknowledging receiving the strategies. The **evaluator** records interactions and follow-up at step 3.

Strategies for Improvement

- 1. Strategies for Improvement ***
Required for employees that receive an Unsatisfactory score in their observation. The form is to be completed by the evaluator.
- 2. Strategies for Improvement - Evaluatee Sign-Off ***
Employee acknowledges receipt of strategies for improvement.
- 3. Strategies for Improvement - Follow Up ***
Follow-up documentation.

The last container contains the steps for review of the ratings, and signatures of evaluator and employee. Final scoring takes place later in the year after district scores for student growth and stakeholders survey data are calculated to average in. The plan owner (employee) signs off at step 2. The evaluator signs off at step 3, after both parties confirm the score is in place and correct at step #1.

EPE: Evaluation Data

- 1. Review Evaluation Data**
Weight:
- 2. SEE Evaluation: Employee Sign-off ***
Weight:
- 3. SEE Evaluation: Evaluator Sign-off ***
Weight: