

TKES and LKES TIPS-Evaluators

The purpose of this newsletter is to help us all stay on the same page as we work through the Teacher and Leader Keys Effectiveness System. Periodically, we will send out an update so that everyone is abreast of current issues and solutions that will make this implementation successful for Jefferson City Schools. If you have anything to contribute please contact **Dr. Michael Miller**.

Feedback is the Key!

The key to making this system work will reside in the quality of the feedback that the evaluator gives to the teacher. This is a growth model, so our comments need to be geared towards helping EVERY teacher grow. Here are three Quick Guide links from GADOE that may help you as you conference with teachers and provide feedback on observations:

[Conferencing and Feedback](#)

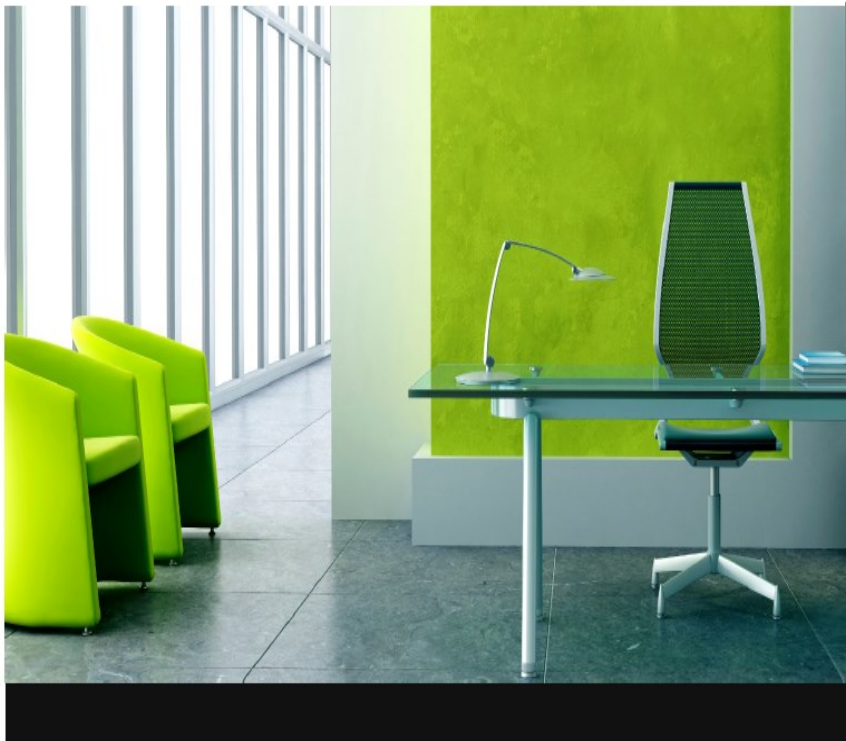
[Providing Effective Feedback](#)

[Low Inference Feedback](#)

“Leadership is a scary thing. That's why few people want to stand up to the plate.'... 'There are many people who want to be matadors, only to find them-selves in the ring with 2,000 pounds of bull bearing down on them, and then discover that what they really wanted was to wear tight pants and hear the crowd roar'

—Steve Farber

President of Extreme Leader-



In This Issue

- Feedback is KEY!
- Orientation/Self-Assessment Completion
- Pre-Evaluation Verification
- Reports—Status Columns
- LKES Smart Goals
- Walkthroughs and Next Steps
- Documenting Performance

Pre-Evaluation Verification!

In order to verify that your pre-evaluation conferences have been documented correctly in the platform, you are going to HAVE to follow these steps-regardless of whether or not it shows “complete” in the dynamic dashboard:

- Go to My Staff TKES/LKES Plans tab
- Click on teacher’s name
- Click on Pre-Evaluation Conference
- Click on FORMS
- “Evaluator Comments” will be the title showing at top left.
- Look for “yes” beside the Acknowledgement of conference
- Make sure there is a date entered
- “Teacher Comments” heading in the center of the page
- Look for “yes” beside the Acknowledgement of conference
- Make sure there is a date entered
- Click on “Signatures” and “Evaluators Signature” should appear

FYI: If the Evaluators Signature is present but the steps above have not been completed (by the teacher or administrator), the account will need to be reopened by GADOE.

Don’t forget to check this page on the GADOE site that has many resources:

[Professional Learning](#)

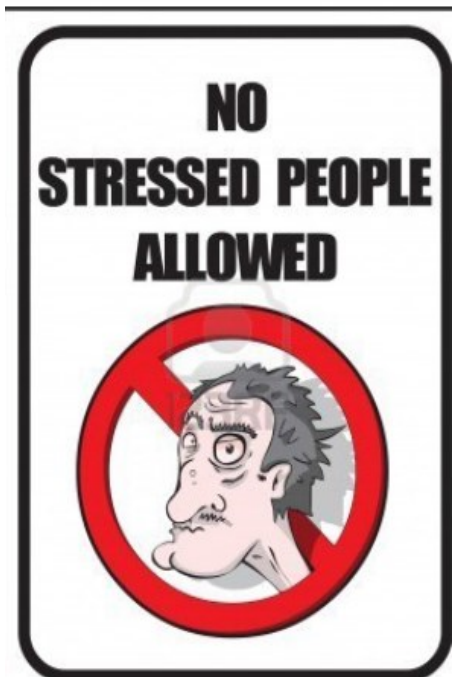
Also, remember that the TLE Platform has dozens of resources for your use. Don’t reinvent the wheel...use what’s out there!

Overall Status Column

When viewing the status of your staff, the column titled “Overall Status” will show as “In progress” until we complete this entire evaluation process in May.

Orientation Completion

For the Orientation Column to show “Complete”, the teacher must both “save” and “accept” the “Assurances” in the Orientation link!



LKES

Since all Principals are being evaluated on LKES Standard 6-Teacher/Staff Evaluation, we are going to provide you with a SMART Goal that can be used as one of your Performance Goals.

The second performance Goal will be selected by the principal.

These 2 Performance Goals will be discussed at the Pre-Evaluation Conference.

Feel free to cut and paste the information below into your plan before your first meeting with your evaluator.



Every Student • Every Teacher • Every Day

Performance Goal-Standard 6

Goal: From August 2013 to June 2014, 100% of K-12 principals will provide timely and constructive feedback focused upon improved student learning as determined by a sampling of completed teacher evaluations.

Data: TKES Evaluation System, Pre-Conference notes, feedback on self-assessment, observation feedback, formative/summative conference notes, PDPs

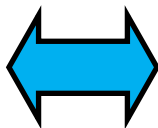
Standard: 6 Teacher/Staff Evaluation

Strategies:

1. Attend professional development sessions provided by JCS relating to quality feedback.
2. Utilize effective feedback rubric as needed (JCS will provide).
3. Monitor feedback provided by administrators and complete several Inter-Rater sessions.

Examples of LKES DATA Sources

- ⇒ School Improvement Plan
- ⇒ Title 1 Plan
- ⇒ System-wide Goals/Initiatives
- ⇒ Assessment Data
- ⇒ Climate Data
- ⇒ Self Assessment
- ⇒ Charter/IE2



Leaders Pre-Evaluation Conference September Information

- (Evaluator) Provide Orientation using presentation in TLE platform-August
- (Leader)
 - ⇒ Complete Self –Assessment
 - ⇒ Develop 2 Performance Goals
- (Evaluator/Leader) — AT CONFERENCE
 - ⇒ Finalize Performance Goals and Establish Expectations
 - ⇒ Identify Multiple Sources of Documentation

Leader Keys Effectiveness System /Sample Documentation of Evidence

1. **Instructional Leadership**

- ◇ Evaluations with instructional feedback
- ◇ Instructional support documentation for PD—evaluations with instructional feedback/PLPs
- ◇ Instructional support & classroom management support for new staff
- ◇ Leadership team agendas/minutes

2. **School Climate**

- ◇ Teacher and Student, Surveys
- ◇ RTI Behavior Fidelity Checks
- ◇ Disaggregated discipline data
- ◇ PBIS Team meeting agendas, sign-in sheets and minutes

3. **Planning and Assessment**

- ◇ SIP Sign In, agendas, monthly monitoring forms, short term action plans, minutes
- ◇ Benchmark data analysis and use of FIRE/Remediation/ Acceleration
- ◇ CCRPI Data
- ◇ School RTI / FIRE Academic Fidelity Checks
- ◇ Faculty meeting agendas, sign-in sheets that are focused on instruction/Power Point Meeting

4. **Organizational Management**

- ◇ Meeting deadlines set by district/state
- ◇ Accountability of custodial expectations / walkthroughs
- ◇ Maintain Inventory

5. **Human Resources Management**

- ◇ Instructional and classroom management support of new teachers
- ◇ Recognition of teacher accomplishments or instructional strategies

6. **Teacher / Staff Evaluation**

- ◇ PLPs with goal of assessment alignment
- ◇ Evaluations with instructional feedback for improvement
- ◇ Meet deadlines for staff evaluations
- ◇ Schedule walkthroughs / formative for administrator team

7. **Professionalism**

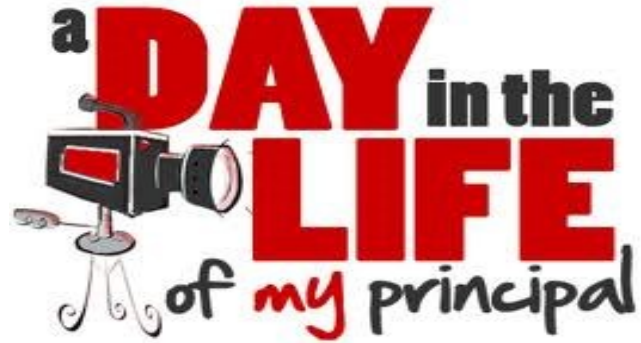
- ◇ Survey Results
- ◇ Documentation aligned to your goals/SIP and application of new knowledge/understanding

8. **Communication & Community Relations**

- ◇ Calendar of Events and School News Shared with Staff/Parents
- ◇ Parent and Staff Survey Results

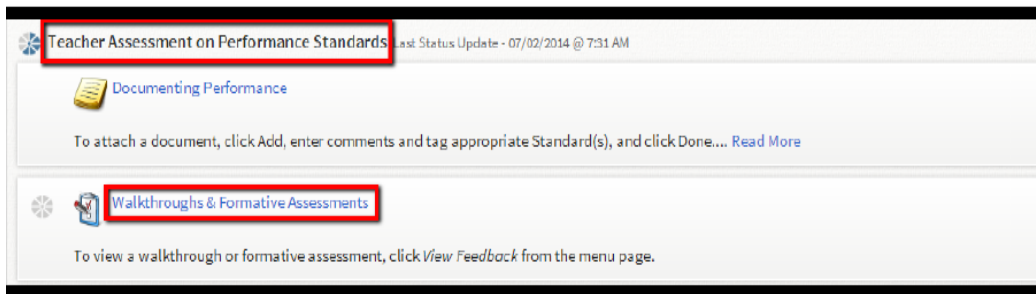
Lessons Learned

DO Not Click—**MARK Complete** at the top of walkthroughs/formatives! If we click this button the platform will have to be reopened by GaDOE.

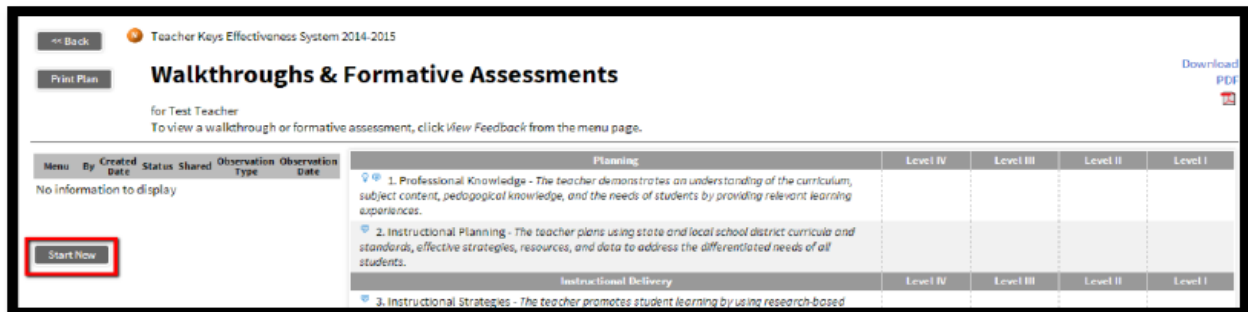


Walkthroughs and Formatives

- Click on *Teacher Assessment on Performance Standards*. Click on *Walkthroughs & Formative Assessment*.



Click *Start New* to begin either the Walkthrough or Formative Assessment.

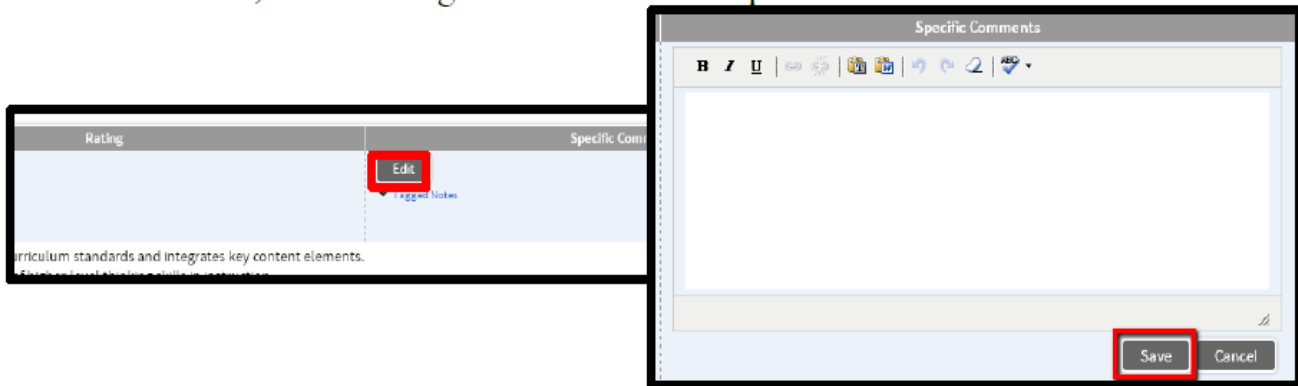


Enter the *Observation Date*, Select *Walkthrough or Formative*, and any add *Observation Notes* you may want to reference. Click *Save*.

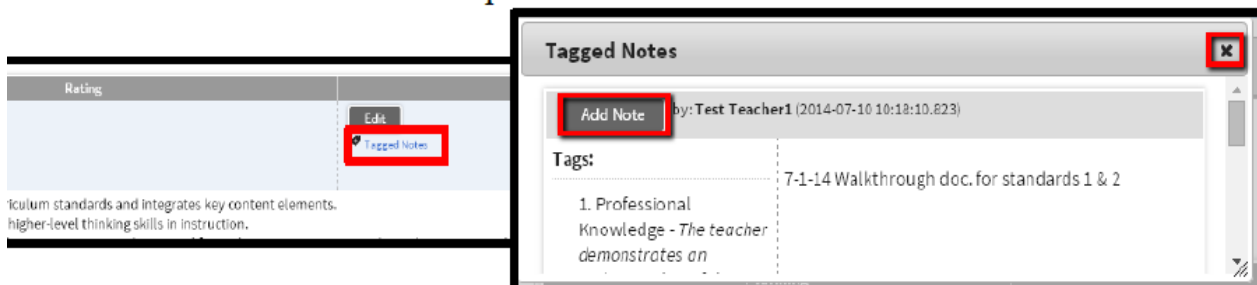
A screenshot of a form titled "Edit Details" with a sub-header "Observation Details - Evaluator View Only". The form contains several fields: "Observer's Name" with the value "Test PrincipalB"; "Observation Date" with a calendar icon and a "Reset" button; "Type" with a dropdown menu showing "Walkthrough"; and "Observation Notes" with a text area. At the bottom right, there are "Save" and "Cancel" buttons. The "Observation Date" field and the "Save" button are highlighted with red boxes.

Walkthroughs and Formatives

After the ratings are entered, the evaluator can add specific comments by clicking on *Edit*, enter comments, and clicking on *Save* when complete.



The evaluator can click on *Tagged Notes* to add any of the previously entered documentation/notes from Documenting Performance Step. Click *Add Note*, select note to be added and click *x* when completed.



Once standards have been rated, click *Save Changes* (a) and *Share* (b). Once complete, click *Finalize*(c) and *Save & Exit* (d).

