

**Broward Instructional Development
and
Growth Evaluation System**

BrIDGES



EVALUATION PROCEDURES

for

Classroom and Non-Classroom Teachers

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Instructional Practice - Observations

Classroom Teachers (AC, PSC, CC)

Based on 50% Instructional Practice, 50% Student Growth

- Domains 1, 2, 3, and 4 will be used.
 - Domain 1 – weighted as 68% within the Instructional Practice Score
 - Domains 2, 3, and 4 –weighted as 32% within the Instructional Practice Score
- Deliberate Practice – weighted as 1% and will serve as an additional metric within the Instructional Practice score
- Observation Types:

Type	Time Frame	Recommended Datamarks
Formal	30 minutes or more	12-15
Informal	15-20 minutes	5-10
Walkthrough (Snapshot)	3-10 minutes	2-3

- Observation Requirements
 - Formal - 1(minimum)
 - 1 pre-conference offered prior to the first formal observation. Administrator will notify teacher of the date and time of this observation.
 - May complete pre-conference form A or B (within iObservation)
 - May request a face-to-face pre-conference
 - Administrators will make every effort to provide a pre-conference for additional formals
 - Post-conference must follow every formal within 10 work days of observation
 - Informal - 1(minimum)
 - Walkthrough -1(minimum)
 - Datamarks - 45 (minimum), Domain 1= at least 25, Domains 2-4 = at least 10 (Posted within 10 work days of observation)

Non-Classroom Teachers (AC, PSC, CC)

Non-Classroom Teachers Categories (Appendix B) listed on Employee Evaluations website.

Based on 50% Instructional Practice, 50% Student Growth

- Domains 1, 2, 3, and 4 will be used
 - Domain 1 - weighted as 68% within the Instructional Practice Score
 - Domains 2, 3, and 4 – weighted as 32% within the Instructional Practice Score
- Deliberate Practice - weighted as 1% and will serve as an additional metric within the Instructional Practice score
- Observation Types
 - Observations within job
 - Meetings within job
 - When an element is evident
- Observation Requirements
 - At least 2 observations and/or meetings (if observation, must follow requirements for classroom formal)
 - Datamarks - 30 (minimum), Domain 1= at least 20, Domains 2-4 = at least 10 (Posted within 10 work days of observation and/or meeting)

Probationary Teachers (PC90)

A probationary teacher – new to BCPS, regardless of prior experience and/or a teacher who has had a break in service

Based on 50% Instructional Practice, 50% Student Growth

- Domains 1, 2, 3, and 4 will be used.
 - Domain 1 – weighted as 68% within the Instructional Practice Score
 - Domains 2, 3, and 4 –weighted as 32% within the Instructional Practice Score
- Deliberate Practice – weighted as 1% and will serve as an additional metric within the Instructional Practice score
- Observation Types:

Type	Time Frame	Recommended Datamarks
Formal	30 minutes or more	12-15
Informal	15-20 minutes	5-10
Walkthrough (Snapshot)	3-10 minutes	2-3

Classroom Teachers

- Observation Requirements
 - Formal - 2 (one per semester)
 - 1 face-to-face pre-conference prior to first formal observation. Administrator will notify teacher of the date and time of this observation.
 - Face-to-face post-conference following every formal within 10 work days
 - Informal – 1(minimum)
 - Walkthrough -1(minimum)
- Datamarks - 45 (minimum), Domain 1= at least 25, Domains 2-4 = at least 10 (Posted within 10 work days of observation)

Non-Classroom Teachers

- Observation Requirements
 - At least 2 observations and/or meetings (if observation, must follow requirements for classroom formal)
- Datamarks - 30 (minimum), Domain 1= at least 20, Domains 2-4 = at least 10 (Posted within 10 work days of observation and/or meeting)

iObservation Change Requests

There is a process to make changes to the iObservation record.

- The change request form (Appendix C) and procedures are posted on Employee Evaluation’s website.
- A change will be made if there is an error in recording datamarks or an error impacting the Instructional Practice Score.
 - Examples may include a change needed following a post-conference or if a datamark was coded incorrectly, omitted, or an incorrect name.
- There will be **NO** changes to documentation in iObservation for comments.

Instructional Practice Scale Scores

The Instructional Practice Score will be calculated using the averages model. When calculating the averages, Domain 1 is weighted 68% and Domains 2-4 are weighted 32%. Once the averages are calculated, here is the Instructional Practice Scale:

Highly Effective	3.450 – 4.00
Effective	2.500 – 3.449
Needs Improvement	2.000 – 2.499
Unsatisfactory	1.000 – 1.999

Deliberate Practice / Growth Plans (Formerly PGP)

The Deliberate Practice is worth 1% of the Instructional Practice Portion of the Evaluation

These Quick Start Guides are not in the Resource section of iObservation – these were made in house and are not the standard iObservation versions.

- Quick Start Guide for Classroom Teachers – Appendix E (located within the Growth Plan CAB Conference and the Talent Development website)
- Quick Start Guide for Media Specialists – Appendix F (located within the Growth Plan CAB Conference and the Talent Development website)
- Quick Start Guide for Psychologists/Social Workers/Counselors – Appendix G (located within the Growth Plan CAB Conference and the Talent Development website)
- Quick Start Guide for Specialized Teachers – Appendix H (located within the Growth Plan CAB Conference and the Talent Development website)
- Quick Start Guide for Implementing and Monitoring the Growth Plan/Deliberate Practice – Appendix I
- Quick Start Guide for Administrators to Review, Approve, and Monitor Growth Plan/Deliberate Practice – Appendix J (located within the Growth Plan CAB Conference and the Talent Development Website)
- Scoring Deliberate Practice – Appendix K

Releasing Probationary (PC90) and Annual Contract (AC) Teachers

- PC90 Teachers may be dismissed any time during the school year for "No-Cause". Administrators must contact the Evaluation Coordinator for assistance with this process
- Annual/Probationary Contract teachers who receive an NI or U for their Instructional Practice Score will be released and/or non-renewed at the end of the school year.
- Annual Contract teachers will be non-renewed/dismissed if a budgeted position or vacancy for which they qualify does not exist. The teachers will be released based on Instructional Practice Scores. If a tie exists, the bargaining unit date will be used.

Teachers with Performance Concerns

All actions should be coordinated with your Evaluation Coordinator within the Employee Evaluations Department
Please see Appendix D for Evaluation Coordinator school assignments

Evaluation Coordinator	Contact Information Office / Cell
Heather Parente, Director	754-321-5010 / 954-806-8903
Khandia Pinkney	754-321-5068 / 954-804-2788
Tanya Thompson	754-321-5066 / 954-623-1416
Farrah Wilson	754-321-5023 / 954-614-7702

- Performance Interventions
 - Once an educator receives 5-7 Beginning and/or Not Using datamarks, administration is encouraged to have an informal discussion with the educator to share recommended strategies for improvement.
 - Once an educator receives 8 Beginning and/or Not Using datamarks, an administrator meets with the educator to discuss the areas of concerns, provide assistance, and explain possible consequences if the employee fails to improve.
 - Once an educator receives 10 or more Beginning and/or Not using datamarks, an average IP score of Needs Improvement or Unsatisfactory, and at least 2 formals and one additional observation, a Performance

Development Plan may be written. If the plan is developed it shall be done so by a credentialed administrator in collaboration with the educator.

- Not Using Rating
 - After giving a Not Using datamark, administrators shall give feedback to the educator through brief comments, specific actions, and/or summary remarks that promote growth.

Teachers with Disciplinary Concerns

(i.e. attendance and insubordination)

All actions should be coordinated with your Employee Relations Specialist within the Employee and Labor Relations Department:

(754-321-2140)

Student Growth/VAM

- By State law, districts use 50% of the evaluation based on Student Growth, and 50% based on Instructional Practice or Leadership Practice.
 - VAM measures teacher impact on student growth by accounting for student/classroom level variables, and it “levels the playing field” by controlling for those characteristics outside the teacher’s control.
 - Variables include: prior achievement, student’s number of subject-relevant courses, SWD status, ELL status, gifted status, attendance, mobility, retention, class size, homogeneity of class prior test scores.
 - By law, socio-economic status, race and gender cannot be included.

Student Growth Score

Teachers will fall into one of the 4 categories and get scored as follows:

Highly Effective	4 Points
Effective	3 Points
Needs Improvement	2 Points
Unsatisfactory	1 Point

Teacher Job Class/Position Changes

Teachers are assigned observation and evaluation forms in iObservation based upon the primary position they are coded to in SAP. Once a teacher’s position is changed from classroom to non-classroom or vice versa, any datamarks and their Growth Plan / Deliberate Practice will no longer be available.

- This only applies if the job class/position change is from classroom position to a non-classroom or vice versa. (See Appendix B for Non-Classroom Teacher Positions)
- Deadline for processing job class/position changes will be provided each year by the Employee Evaluations Department.
- Teachers must submit a new Deliberate Practice in iObservation. Administrator must review and approve the new Deliberate Practice.
- Datamarks submitted prior to the change will not automatically count towards the required number of datamarks or the Instructional Practice score. In order to have this adjusted, please contact your Evaluation Coordinator for the process.

Shared Teachers

The principal must identify teachers working for more than one location. The teacher will automatically be assigned to their primary position as coded in SAP. Locations will be added to the teacher's profile per the request from the additional location's principal.

- Email the name and personnel number of the shared teacher to: iobservation@browardschools.com

Evaluations

The Evaluation Timeline is posted on the Employee Evaluations website (Appendix M)

Parental Input

- The evaluation for instructional personnel and school administrators must include a mechanism to examine performance data from multiple sources, including opportunities for parents to provide input into employee performance evaluations when appropriate (F.S. 1012.34). Parents will be notified via Parent Link, school-based newsletters, and/or school websites that they may provide input into a teacher and/or administrator's evaluation.

Evaluation Procedures

- Meet with staff members individually when giving him/her their evaluation.
- Complete the evaluation instrument by signing the document using a blue or black pen only. Do not use pencil or colored ink.
- All evaluations must be signed by the employee (or witness) and the supervisor. If witnessed, the supervisor signs and utilizes another administrator or confidential secretary as the witness. The witness will write, "Employee received a copy and chose not to sign" and signs and dates the statement.

Special Circumstances

- If an employee is not receiving an evaluation for special circumstances (i.e. resigned, retired, is on a board approved leave, and/or was removed from the campus, worked less than 99 days), the supervising administrator must submit a memo to Personnel Records stating that the employee will not be receiving an evaluation for that evaluation year.
- If an employee was at a different location last year the supervisor and employee will need to sign the final evaluation. The supervisor will then complete the memorandum stating that the teacher was a different location last year. The memorandum will be attached to the original final evaluation and sent to Personnel Records along with all the other final evaluations.

Probationary Teachers

- Must be evaluated twice per year per the statute.
- Teachers, hired last year (after November 15th), and renewed this year, will receive their 2nd evaluation on/before November 15th of the current year.
- If hired on/before November 15th of the current year, the 1st evaluation must be completed and issued to the teacher by the end of the 1st semester and the evaluation will stand as the teacher's Instructional Practice Score. The 2nd at the end of the year along with the other staff.
- Print and sign the document.
- Hold the evaluation at the school site until the end of the year. It will be submitted to Personnel Records with all other teacher evaluations, at the beginning of the following school year.
- If hired after November 15th of the current year, the 1st evaluation is completed at the end of the year and the 2nd by November 15th of the following year.

Classroom and Non-Classroom Teachers

- The last day to observe teachers using iObservation and put all datamarks in system (to include year-round schools) will be posted on the website and the timeline will be given during BrIDGES orientation.
- Administrators will share the Instructional Practice Score at the end of each school year with each teacher during the timeframe provided by Employee Evaluations. The Instructional Practice Scores account for 50% of the final evaluation, you must wait on the Student Growth results, which will account for the remaining

50% towards the final evaluation. DO NOT SEND THE INSTRUCTIONAL PRACTICE SCORE TO PERSONNEL RECORDS.

- Administrators will share the Student Growth Score and Overall Evaluation with each teacher once scores are released. Procedures and timeline will be provided by the Employee Evaluations Department.

Overall Evaluation Rating

The Instructional Practice and Student Growth scores will be weighted (50/50) and the final rating will be determined by the overall scale.

Highly Effective	3.450 – 4.00
Effective	2.500 – 3.449
Needs Improvement	2.000 – 2.499
Unsatisfactory	1.000 – 1.999

Send Evaluations to Personnel Records

- Supervising administrator must print an Employee List from BI Reports and ensure that evaluations are completed for all employees by the required deadlines. The Employee List Report must be signed at the bottom by the supervisor verifying that an evaluation or memo has been completed for each employee.
- Based on timeline sent by the Employee Evaluation Department, all Instructional and Non-Instructional Evaluations (school and district) are to be sent to Personnel Records.
- Supervising administrator sends all original classroom and non-classroom teacher final evaluations to Personnel Records.
- If a supervisor fails to submit the completed evaluations/documents and Employee List by the deadlines, the Personnel Records Department will notify the appropriate Senior Leadership Team member.