2022-2023 Instructional Evaluation Quick Guide

The dates above may reflect a Monday following a designated due date. Per contract, when the actual day of the due dates listed within Article X of the contract falls on a weekend or non-duty day, the due date shall be the next scheduled duty day.

<u>Important Dates</u>	<u>Professional Learning Resources</u>
August 23: First day observations may be conducted in iObservation for teachers who started on the first day of preplanning. A coaching observation is required to be completed on the coaching observation form, prior to any evaluative observations. *This may occur after a teacher has worked 15 duty days.* **September 7:** Last day for teachers to be identified as Category 2B that began their assignment on 8/2/21; administrators should verify all teachers' categories. **October 4:** All Deliberate Practice Plans must be submitted by teachers in iObservation. *This is required by the 45th duty day worked. All teachers hired before October 10,2022 are required to complete a Deliberate Practice Plan.* **October 10:** Teachers hired on, or after, this date are Temporary Contract and are required to have 1 formal observation process, 2 informal Domain 1 observations, and Domain 4 observations as dictated by their category. Temporary Contract teachers are not required to complete the Deliberate Practice process. **October 17:** Last day for administrators to review Deliberate Practice plans, approving or providing feedback for the plans in iObservation. *If providing feedback and not approving, administrators should plan to approve upon return and by November 7,2022.* **October 31:** Last day for teachers to resubmit Deliberate Practice Plans that required revision in iObservation. **November 7:** Last day for Administrators to rate Element "Developing a Written Growth & Development Plan". Conduct a new Domain 3 observation and only rate this element once per school year. **November 15:** Last day for Category 2A teachers to receive their first evaluative observation (formal or informal). **December 1:** Last day for teachers to request an additional observation for the first semester. **December- 13:** Teachers hired on or after this date should be identified as a Category 4. **January 3:** Last day for<u> non-evaluative</u> Domain 4 observations to be completed for Category 2A and<u> evaluative</u> Domain 4 observations to be completed for Category 1 & 2B teachers. Last day for midpoint evaluations to be completed for Category 1 & 2B teachers. **March 1:** Last day for Category 2A teachers to receive a second evaluative observation (informal or formal observation). **April 3:** Last day for teachers to complete the Deliberate Practice process in iObservation. Last day for teachers to request an additional observation. **April 17:** Last day for administrators to rate the element "Monitoring Progress Relative to the Professional Growth & Development Plan". Conduct a new Domain 3 observation and only rate this element once per school year. Last day for administrators to complete second semester Domain 4 observations. **April 28:** Last day for Domain 1, 2, and 3 observations to be conducted; administrators should verify that all observations have been completed. **May 1:** Last day to finalize Deliberate Practice plans and complete final evaluations for all categories of teachers.	Category Management: [How to manage categories in](#) [SAP](#) - Category Management Recorded Video (Coming Soon)* [22-23 Category & Deliberate Practice Observation Requirements](#) Deliberate Practice: [How to verify the status of Deliberate Practice plans](#) [How to approve Deliberate Practice plans and rate "Developing a Written Growth and Development Plan"](#) [Scale Resource: How to Rate the Element "Monitoring Progress Relative to the Professional Growth and Development Plan"](#) [How to finalize Deliberate Practice plans for Instructional Personnel](#) - Deliberate Practice Interactive Guide for Admin (Coming Soon) - Finalizing Deliberate Practice (Coming Soon)* Domain 4 Observations: [How to conduct a Domain 4 observation for instructional staff](#) [Domain 4 Observational Guide for Instructional Evaluations](#) Evaluations: [How to Complete Midpoint & Final Evaluations](#) [Guide for Completing Instructional Evaluations](#) [Completing Final Evaluations Video](#) Formal Observations: [Formal Observation Process Interactive Resource](#) [Pre and Post Conference Probing Questions](#) - Formal Observation training- (Coming Soon)* iObservation Supports: [OCPS Classroom Instructional Personnel Form Domains 1,2, & 3 Overview](#) [Start, Edit, and End Pre/Post Conferences in iObservation](#) [How to conduct an evaluative informal observation](#) [How to access the iObservation Observation Progress Tool](#) *Training videos and additional resources are located in the [Evaluation Systems Resource Canvas Course for Administrators](#). Resources labeled as coming soon will be available closer to the implementation due dates.

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Teacher Categories

Category 1: Teachers who are in their 1st, 2nd, or 3rd year of teaching & are new to the profession.

Category 2B: Experienced teachers who are in at least their 4th year of teaching & are:
- a new hire to OCPS
- assigned to teach a new subject area or level that is different from their previous assignment
- assigned to a school with a different population of students from their previous assignment
- between a 1.5 & 2.3 for their Instructional practice score from the previous year

Category 2A: Teachers who are in at least their 4th year of teaching.

Category 3: Teachers who have been determined to be less than effective in the classroom either through observable behaviors that may result in an unsatisfactory rating or who fail to achieve gains based upon the final student growth test scores.

Category 4: Teachers who teach 80 student days or less between the first student day & May 1.

22-23 Category & DP Observation Requirements

Teachers can only be observed for evaluation purposes for the amount of observations as identified for their category, unless additional observations are requested as outlined in the contract.

Observation Types

Informal	Formal	Growth Plan
Select this observation type for coaching observations & evaluative informal Domain 1 observations. *Best Practice: Rate 3-5 elements. Minimum of 10 minutes*	Select this observation type for all observations in the formal observation process (Domains 1, 2, & 3) & Domain 4. *Best Practice: Rate 5-8 elements Minimum of 30 minutes*	Select this observation type for Deliberate Practice observations when conducting: - Any additional Domain 1 observations to observe <u>only</u> the Deliberate Practice target element - The Domain 3 observation to rate the element "Developing a Written Growth & Development Plan". - The Domain 3 observation to rate the element "Monitoring Progress Relative to the Professional Growth & Development Plan"

iObservation Forms

Coaching	Domain 1	Domain 2	Domain 3	Domain 4	Non-Classroom Instructional Support Personnel
- Non-evaluative - A coaching observation is required prior to conducting evaluative observations - No maximum number of coaching observations - Best practice is a minimum 10 minutes in length - Timely and actionable feedback is required	- Evaluative - Used for informal & formal observations of classroom instruction - Informals: minimum of 10 minutes - Formals: minimum of 30 minutes - Timely and actionable feedback is required	- Evaluative - Used for rating the planning part of the formal observation process - Requires a face-to-face meeting (pre-conference) - Must occur 1-5 duty days prior to the Domain 1 formal observation	- Evaluative - Used for rating the reflection portion of the formal observation post-conference in a face-to-face meeting 1-5 duty days post Domain 1 formal observation: only rate the "Evaluating Personal Performance" elements. - Used for rating each of the Deliberate Practice process elements; only 1 time each per element	- Non-evaluative &/or evaluative - Used for rating the Collegiality & Professionalism Domain - Requires collaboration between teacher & administrator - Teachers may request a face-to-face conference - Conducted twice per year	- Evaluative - Used for rating all domains for the collectively bargained roles assigned to this form - Must use the Non-Classroom Instructional Support Personnel form to complete the necessary informal & formal observation processes