1.0 SCOPE

1.1 This procedure describes the steps necessary to enter a teacher's performance evaluation using the New York State approved APPR, 2011 Danielson Teachscape Rubric and the ePerformance module in PeopleSoft 9.1.

1.2 For the 2012-2013 school year and beyond, the APPR evaluation process will include steps for goal setting, in addition to the final evaluation. All evaluations must be completed in the PeopleSoft ePerformance system.

2.0 RESPONSIBILITY

2.1 The school principal has the ultimate responsibility to ensure that all performance evaluation steps for all District personnel at his/her school are completed in a timely fashion. Some portions of the process, at the discretion of either the principal and/or teacher (and per the terms of the respective bargaining unit CBA's), may be completed by someone other than the principal.

3.0 APPROVAL AUTHORITY

3.1 No approval process has been specified or designed into the ePerformance system.

4.0 DEFINITIONS

4.1 **APPR:** Annual Professional Performance Review.

4.2 **2011 Danielson Teachscape Rubric:** The Teachscape rubric is a state approved evaluation rubric to fulfill the requirements of the Annual Professional Performance Review (APPR). All teachers of record are required to use the Teachscape rubric for the APPR. Note: certain specialized teachers (e.g. Counselors, Library Media Specialists, School Psychologists, Social Workers and Lead Teachers) will have a specialized performance document that is based upon the rubric for their specific subject area.

4.3 **Document Type:** identifies certain groups of employees, for example, "RTA 2012-2013".

4.4 **Template:** identifies the evaluation form that is used to evaluate each employee's annual performance, for example, "RTA Teachscape 2011_Admin Only".

4.5 **Empl Class:** An employee's classification in the PeopleSoft system. For a teacher, this might be tenured or non-tenured.

4.6 **Job Title:** the job title should be an accurate description of the type of work that an employee is currently performing. The job title is associated with the specific Job Code for the employee's current position.

4.7 **Plan/Grade:** Aligns the employee's job title to the appropriate bargaining unit and salary bracket.

4.8 **Tenure Status:** An employee's employment status (e.g. 1st probationary, tenure, substitute, etc.).

4.9 **Career Level:** The employee's career level within their current job (e.g., Professional, Resident, Intern, etc.).

5.0 PROCEDURE

5.1 Navigate to your performance documents as previously described in the *ePerformance Navigation Basics* work procedure. (Navigation: **Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents**). Note: the Current Performance Documents page will show all employees in your department. The snapshot below only shows a subset of this manager's evaluation documents.

5.2 Click on the RTA 2012-2013 link next to the employee whose evaluation you want to complete. For purposes of this example, we're going to use the first name in the list, Barney Rubble.

This example assumes that you have completed the goal setting step for the selected employee. If not, refer to the *Goal Setting Process: Administrators* document on APPR section of the Engage Rochester site and complete the goal setting step for this employee. Once that has been completed, your screen should look similar to the screen shown below.

ORACLE

Favorites | Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents

Current Performance Documents

Document Details

Barney Rubble, Tchr-Elem 4-6
RTA 2012-2013: 07/01/2012 - 06/30/2013

Performance Document Details

Employee:	Barney Rubble	Job Title:	Tchr-Elem 4-6
Document Type:	RTA 2012-2013	Period:	07/01/2012 - 06/30/2013
Template:	RTA Teachscape 2011_Admin Only	Document ID:	7077
Manager:	Mister Slate	Status:	In Progress

Document Progress

Step		Status	Due Date	Action	Next Action
Set Goals	✔	Completed	06/30/2013	View	
Complete Manager Evaluation	○	Not Started	06/30/2013		Start

Return to Select Documents

5.3 Confirm that the Template used for this teacher's APPR is appropriate for their position and job responsibilities. In the example for this work procedure, we are using the *RTA Teachscape 2011_Admin Only* template. If you have any doubts about the template being used for any of your teachers, contact your HCI Zone Director for confirmation. It is best to identify and correct any template issues **prior to** starting to write the evaluation.

5.4 If the template name is *RTA Teachscape 2011_Admin/Peer*, then the teacher has opted for the Administrator + Peer Reviewer option. The CIT department suggests available Peer Reviewers and then the teacher selects their preferred Peer Reviewer from the names suggested by CIT. **As the administrator, you will be responsible for nominating the Peer Reviewer in the ePerformance system.** See the work procedure on the Engage Rochester site -> APPR -> Supervisor page titled *Nominations: Peer Reviewer/PART Evaluator* for further reference. The Peer Reviewer will be responsible for assessing the teacher's performance in Domains 2 and 3.

5.5 If the template name is *RTA Teachscape 2011_Admin/PART*, then the teacher has opted for the Administrator + PART Project option. **As the administrator, you will be responsible for nominating yourself as the PART Evaluator in the ePerformance system.** See the work procedure on the Engage Rochester site -> APPR -> Supervisor page titled *Nominations: Peer Reviewer/PART Evaluator* for further reference. As the PART Evaluator, you will be responsible for inputting the PART project team's assessment of Domains 1 through 4. See the work procedure on the Engage Rochester site -> APPR -> Supervisor page titled *PART Evaluator Assessment* for further reference. The PART evaluation is separate from your assessment as the teacher's administrator.

5.6   Select the Start link in the *Next Action* column for the *Complete Manager Evaluation* step.

5.7   Carefully review and verify that the Employee ID, Department, Location and Plan/Grade are correct. Click on the RCSD Empl Class link.

5.8   Verify that the employee classification is correct.

5.9   Click on the **Return** button to return to the *Manager Evaluation* page.

5.10   The Rating History link will only be useful for teachers who were evaluated using certain performance document templates in prior years (e.g. RTA Traditional). To view prior year performance documents for most employees, see your Historical Documents (**Performance Management > Performance Documents > Historical Documents**). For most teachers, there will be no rating history.

5.11 Click on the **Return** button to return to the *Manager Evaluation* page.

5.12 From the *Manager Evaluation* page, scroll down to the *Employee Tenure Status* section.

5.13 If known, click the radio button (⭕) next to the appropriate status. If you need an expanded description of the Employee Tenure Status values, click the rating description (🗒) icon. See below for the full descriptions.

Employee Tenure Status

Proficiencies	
Rating	**Description**
Contract Substitute	Contract Substitutes provide coverage for long-term teacher leaves of absence. Evaluation of a contract substitute is required if the substitute will or could be in place for at least 1 semester.
1st Year Probationer	Newly employed teacher
2nd Year Probationer	Teacher serving the second year of their probationary appointment. Teachers who received tenure in another district will be eligible for tenure in the second year of their probationary period with the District. Please note that the employment classification of a teacher who has been appointed to a three-year probationary period (PRO3) or a teacher appointed to a two-year probationary period (PRO2) does not designate which year of the probationary period a teacher is in.
3rd Year Probationer	Final year of probationary period, unless an extension to the probationary period is approved by the Board of Education. A recommendation for tenure or to end the employee's appointment must be submitted to the Board of Education for a third year probationary teacher or the employee will become eligible for tenure by estoppel. Please note that the employment classification of a teacher who has been appointed to a three-year probationary period (PRO3) or a teacher appointed to a two-year probationary period (PRO2) does not designate which year of the probationary period a teacher is in.
Tenured	Permanently certified teacher. A tenured teacher is entitled to due process regarding dismissal for cause: that is, for failure to maintain some clearly defined standard that serves an educational purpose.
Other	
Building Substitute	A building per diem teacher is a per diem teacher that provides coverage at a designated location for teacher absences. The absence could be for 1 day or up to 90 days, based on the specific need of each school.

Return to previous page

5.14 Select the Return to previous page link.

5.15 Click the radio button (⊙) for the appropriate Tenure Status.

5.16 Scroll down to the *Employee Career Level* section.

5.17 If known, click the radio button (○) next to the appropriate status. Click the rating description icon (▣) to view a full description of each Employee Career Level.

Employee Career Level

Proficiencies	
Rating	**Description**
1-Intern	Newly hired teacher
2-Resident	Teachers who successfully complete the Intern Teacher level with the District.
3-Professional	Teachers who are tenured in the RCSD and have earned permanent NYS certification in their tenure area.
4-Lead	Highly qualified teachers are provided with opportunities for professional advancement, growth and leadership while remaining in the teaching profession.
5-Other	

Return to previous page

5.18 Select the Return to previous page link.

5.19 Click the radio button (○) next to the appropriate career level.

5.20 **Checkpoint:** *if any of the Performance Document, Employee Data, Employee Class, Employee Tenure Status or Employee Career Level data is incorrect, you should contact your HCI Zone Director immediately and await their direction as to whether to proceed with completing the Employee evaluation at this time.*

5.21 The next section of the performance document is the Professional Development Incentive section.

▽ **Professional Development Incentive**

Click on the link below to select to view the employee's participation choice in PDI- Professional Development Incentive.

RCSD Professional Development Incentive Link

5.22 Click on the RCSD Professional Development Incentive link to view the teacher's Professional Development Incentive (PDI) and Teacher Incentive Fund (TIF) selections for the year. **Only** teachers can make this selection – the administrator cannot change this selection on behalf of the teacher.

Professional Development Incentive

These goals will serve as my professional learning goals for the year and I plan to take part in the Professional Development Incentive.
No official RCSD/RTA enrollment form is required.

Professional Development Incentive Summary	
○ No	● Yes

I certify that I teach in a TIF school.

TIF School	
● No	○ Yes

My intent is to complete TIF professional hours in addition to the PDI hours.

TIF Professional hours and PDI hours	
● No	○ Yes

[Save]   [Return]

5.23 Click the **Return** button to return to the evaluation.

5.24 The next sections of the performance document relate to Goal Setting and the Teachscape Domains and will be shown as a matched pair (e.g. Goal Setting: Domain 1… followed by the work performance factors for Domain 1). In the example shown below, the teacher and administrator have established a goal for the Planning and Preparation - Domain 1A work performance factor.

5.25 To view the Goal that was established at the beginning of the school year, click on the twistie indicated by the red arrow and the section will be displayed so that you can see the goal. **Note** that the system only requires that a teacher have a minimum of 1 goal and, based on the goal setting meeting with the administrator, may not have a goal for each Domain.

5.26 Prepare and complete your ratings for each work performance factor of *Domain 1 – Planning and Preparation*. For your convenience and reference, a link to the Teachscape Rubric has been provided. Clicking on the Link to Rubric will open a new window to display it.

5.26.1 Click on the Expand link to view each work performance factor of Domain 1 of the Rubric. Each work performance factor will look similar to what is shown below, so only 1 example will be shown per Domain.

5.26.2 Click on the radio button (⃝) next to the rating being selected for this first work performance factor of Domain 1, *Demonstrating Knowledge of Content and Pedagogy*.

5.26.2.1 If you need to view the description of each rating for Domain 1A, click on the rating description icon ( ) and the following page will appear.

Domain 1A

Proficiencies	
Rating	Description
L4-Highly Effective	Teacher displays extensive knowledge of the important concepts in the discipline and how these relate both to one another and to other disciplines. Teacher's plans and practice reflect understanding of prerequisite relationships among topics and concepts and a link to necessary cognitive structures by students to ensure understanding. Teacher's plans and practice reflect familiarity with a wide range of effective pedagogical approaches in the discipline, anticipating student misconceptions.
L3-Effective	Teacher displays solid knowledge of the important concepts in the discipline and how these relate to one another. Teacher's plans and practice reflect accurate understanding of prerequisite relationships among topics and concepts. Teacher's plans and practice reflect familiarity with a wide range of effective pedagogical approaches in the discipline.
L2-Developing	Teacher is familiar with the important concepts in the discipline but displays lack of awareness of how these concepts relate to one another. Teacher's plans and practice indicate some awareness of prerequisite relationships, although such knowledge may be inaccurate or incomplete. Teacher's plans and practice reflect a limited range of pedagogical approaches to the discipline or to the students.
L1-Ineffective	In planning and practice, teacher makes content errors or does not correct errors made by students. Teacher's plans and practice display little understanding of prerequisite relationships important to student learning of the content. Teacher displays little or no understanding of the range of pedagogical approaches suitable to student learning of the content.
L0-Not Rated	Not rated.

Return to previous page

5.26.2.2 Click on the Return to previous page link.

5.26.2.3 Enter the desired rating. **Note:** to ensure that the ratings are ordered consistently and don't cause confusion, we've added the L# prefix prior to each rating.

If you do not have enough information to rate a particular work performance factor, you may select the *L0 – Not Rated* button. Selecting the L0 – Not Rated button will not adversely affect the teacher's overall performance calculation. However, it will give a heavier weight to the other factors that are rated. For that reason, you should attempt to rate as many of the work performance factors as you can reasonably assess. Do **not** skip rating a work performance factor. In this example, an Effective rating is being assigned. If additional information is needed, refer to the full Danielson rubric on the Engage Rochester – APPR site.

5.26.3 Note that after the rating was selected, it is also displayed next to the Rating label. Additionally, because the document was saved, the name of the person who modified the document and the date/time the document was modified were captured in the Audit History.

5.26.4 Enter the comments that support the rating selected in the comments box.

5.26.5 Check the spelling of your comments by clicking on the spellcheck ✍ icon.

Spell Check

Field Label: Comments

Spell Check Text: This is a `dmeonstration` of the comments sectino of a domain element. I've purposely made 2 typographic errors to demonstrate the spell check feature in the system.

Change To: demonstration

Alternatives: demonstration

[Ignore] [Ignore All] [Change] [Change All] [Add]

[OK] [Cancel]

5.26.6 Select the **Change, Ignore** or **Add** button as appropriate. Clicking the **Add** button will add this word to your personal dictionary for future spell checks. This may be particularly useful if the teacher teaches in a specialized subject area that uses many technical terms and/or acronyms. Note: if a word is flagged more than once as a potential misspelling, then the **Ignore All** and **Change All** buttons will also be active. Clicking one of these buttons ignores or changes all occurrences of the misspelling.

5.26.7 If more than one alternative is suggested by the system, as shown in the example below, select the desired alternative.

Change To: section

Alternatives:
section
secession
sections

5.26.8 Click on the **OK** button once the spell check is complete and all spelling errors have been corrected.

Spell Check

Field Label: Comments

Spell Check Text: This is a demonstration of the comments section of a domain element. I've purposely made 2 typographic errors to demonstrate the spell check feature in the system.

The spelling check is complete.

[OK] [Cancel]

5.26.9 Complete the ratings and comments for each of the remaining 5 sections of Domain 1. **The performance document can be saved at any time** *(and it is strongly encouraged that you save frequently so that your work is not lost)*. All domain work performance factors must be rated before the *Performance Score* can be determined.

5.27 Prepare and complete your ratings for each work performance factor of the ***Domain 2 – Classroom Environment***. For your convenience and reference, a link to the Teachscape Rubric has been provided.

▽ Section - Domain 2 - Classroom Environment

Please click on the link below in order to access the evaluation rubric for criteria on domain expectations as well as verbiage to be used in support of your rating.

Link to Rubric

Expand   Collapse

▸ Creating an Environment of Respect and Rapport

▸ Establishing a Culture for Learning

▸ Managing Classroom Procedures

▸ Managing Student Behavior

▸ Organizing Physical Space

5.28 Click the twistie (▸) next to the first work performance factor of Domain 2, the *Creating an Environment of Respect and Rapport* to open just that work performance factor of the domain.

Domain 2A

Description : Creating an Environment of Respect and Rapport

○ L0-Not Rated   ○ L1-Ineffective   ○ L2-Developing   ○ L3-Effective   ○ L4-Highly Effective

Rating:

Comments:

Created By: Template   05/06/2013 11:48AM

▶ Domain 2B

▶ Domain 2C

▶ Domain 2D

▶ Domain 2E

5.29 Open and rate each of the 5 work performance factors of Domain 2. Refer to the Teachscape Rubric as needed and spell check each of your comments, as necessary. All work performance factors in all domains must be rated before the *Performance Score* can be determined.

5.30 Prepare and complete your ratings for each work performance factor of the **Domain 3 – Instruction**. For your convenience and reference, a link to the Teachscape Rubric has been provided.

Domain 3 - Instruction

Please click on the link below in order to access the evaluation rubric for criteria on domain expectations as well as verbiage to be used in support of your rating.

Link to Rubric

Expand   Collapse

Domain 3A

Description : Communicating With Students

○ L0-Not Rated   ○ L1-Ineffective   ○ L2-Developing   ○ L3-Effective   ○ L4-Highly Effective

Rating:

Comments:

Created By: Template   05/06/2013 11:48AM

5.31 Open and rate each of the 5 work performance factors of Domain 3. Refer to the Teachscape Rubric as needed and spell check each of your comments, as necessary. All work performance factors in all domains must be rated before the *Performance Score* can be determined.

5.32 Prepare and complete your ratings for each work performance factor of the ***Domain 4 – Professional Responsibilities***. For your convenience and reference, a link to the Teachscape Rubric has been provided.

5.33 Open and rate each of the 6 work performance factors of Domain 4. Refer to the Teachscape Rubric as needed and spell check each of your comments, as necessary. All work performance factors in all domains must be rated before the *Performance Score* can be determined.

5.34 Note: to ensure that the ratings are ordered consistently and don't cause confusion, we've added the L# prefix prior to each rating.

5.35 Add your comments to the *Overall Summary* section. Use the spellcheck ✔ button as needed to check your comments on the overall performance of the employee.

5.36 Complete the *Recommendation for Continued Employment* section of the evaluation. This section must be completed for all teachers.

▽ **Recommendation for Continued Employment**

Recommendation for Continued Employment for **Contract Substitutes and 1st and 2nd Year Probationary teachers.**

Recommendation for Continued Employment Summary
○ N/A-Tenured   ○ No   ○ Yes
Rating: ▤

5.37 If the teacher being rated is a **contract substitute** or a **first** or **second year probationary teacher**, part of the evaluation process is to make a recommendation for continued employment, as shown above. If the teacher is already tenured, the ○ N/A – Tenured button should be selected, as is the case in our example employee. **If you are not recommending continued employment for a non-tenured teacher, you should contact your HCI Zone Director immediately.**

5.38 Complete the *Recommendation for Tenure* section of the evaluation. This section must also be completed for all teachers.

▽ **Recommendation for Tenure**

For employees **completing** their Probationary Period

Recommendation for Tenure Summary
○ N/A   ○ No   ○ Yes
Rating: ▤

5.39 If the teacher being rated is **completing** their probationary period, select the Yes or No radio button (○) to make your tenure recommendation for the employee. For teachers who are already tenured or are NOT completing their probationary period, click on the N/A selection radio button (○). **If you are not recommending tenure for a teacher who is completing their probationary period, you should contact your HCI Zone Director immediately.**

5.40 While the *Manager Comments* section of the performance document is available to add comments, the expectation is that this section will be used to add the Manager's comments **after** the performance review meeting with the employee has been conducted. So, for now, simply skip past this section without adding any comments.

5.41 Scroll to the bottom of the performance document. If desired, certain document types, such as Word documents or scanned PDF files, can be attached to the performance document to supplement the evaluation.
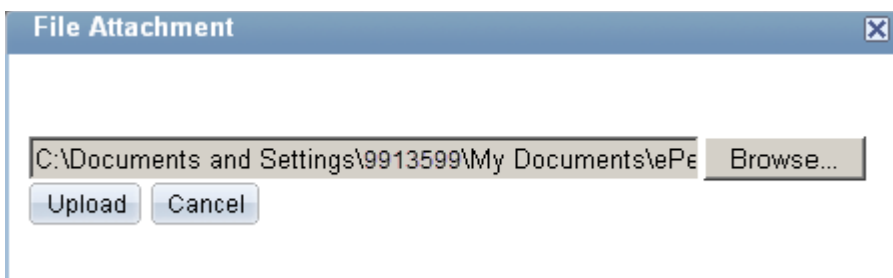
Attachments
No Attachments have been added to this document

⊞ Add Attachment

5.42 Click on the Add Attachment link to add an attachment.

5.43 Click on the **Browse** button to browse your system and attach a document.

5.44 After selecting the document of choice from your system, click on the **Upload** button to upload the document.

5.45 Enter a description for the document that has been uploaded in the *Description* field.

5.46 From the drop down for the *Attachment Audience* field (example below), select the *EE and Mgr* option. Selecting the *EE and Mgr* option will enable the employee to view the attached document. If left blank, both the employee and the manager will be able to view the document. RCSD practice is to select the *EE and Mgr* option for all attachments.
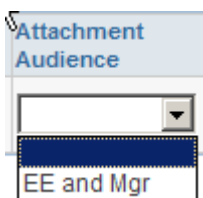
5.47 If, for some reason, the attachment needs to be deleted from the performance document, simply click on the trash can 🗑 icon to delete the document.

5.48 Below the attachment section is the *Audit History* section of the performance document. It shows the history of changes to this document. Click the twistie to show or hide this, as desired.

5.49 The process to calculate the employee's performance score has been simplified from prior years. All of the calculation steps have now been incorporated into the functionality of the **Save** button.

However, ALL work performance factors must be rated (even if it's only to select *L0-Not Rated*) before a performance score will be calculated. If you save your work and all of the work performance factors have not yet been rated, the following message will appear after you click the **Save** button.
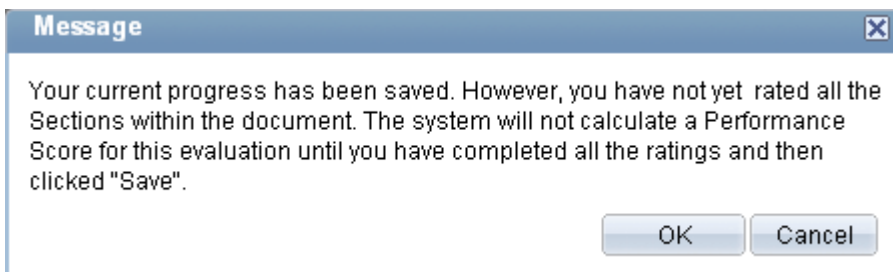

5.50 Click the **OK** button to dismiss the message and rate the remaining work performance factors when it is convenient to do so.

5.51 Once all work performance factors have been rated and the above message does **not** appear after clicking the **Save** button, click on the RCSD Signature Page link to view the teacher's *RCSD Composite Score* page. Note: if all work performance factors have not been rated, the RCSD Performance Score will show "0.00" with no rating description.

5.51.1 Confirm that the *RCSD Performance Score*, as shown on the *RCSD Composite Score* page, matches your expectation for the teacher performance portion of the APPR. If it does not, click the **Return** button and review all of the Domains to ensure that you have rated all of the work performance factors appropriately. If any changes are made to the rating of any work performance factors, saving the changes will re-calculate the revised teacher performance score.

5.51.2 **Note:** If a teacher is being evaluated using either the Administrator + PEER or Administrator + PART options, the PEER or PART ratings must also be completed to

calculate the *RCSD Performance Score*. If the Peer or PART evaluation has not been completed, a message similar to the following will appear. Click **OK** to dismiss the message.
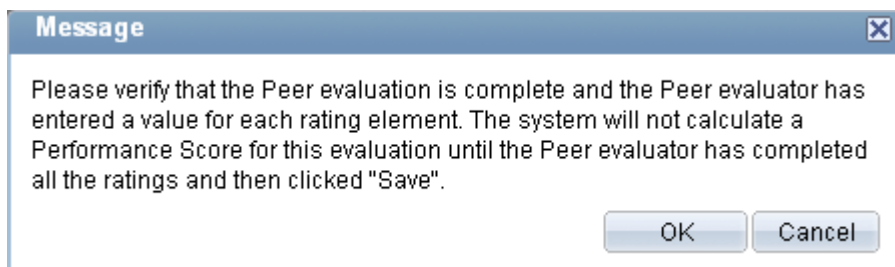
5.51.3   In the example shown, the Local, State and Composite scores show as"0.00" and "Pending". In all likelihood, these scores will not be available until the summer – after the due date for the completion of the performance evaluations and the completion of the school year. The expectation is that the RCSD Performance Score, aka "Other Measures", will be written by the assigned administrator, reviewed with the teacher prior to the published due dates and completed prior to the end of the school year.

5.51.3.1   Click the Print icon (🖨) to print the Signature page. The Composite page is a PDF document which will appear in a new window, as shown below.

5.51.3.2   Hover near the bottom of the window displaying the signature page to display the Adobe menu.

5.51.3.3   Click the print icon to select your printer and print this signature page.

5.51.3.4   Close this window by clicking the ☒ in the upper right corner of the new window. Be careful not to close your main PeopleSoft window – you don't want to lose the work you've done on this evaluation.

  5.51.4   From the *RCSD Composite Score* page, click on the **Return** button at the bottom of the page to return to the *Manager Evaluation* page.

5.52 **Printing the evaluation.** If desired, print the employee evaluation using the print icon (🖨) at the bottom of the page. A separate window will open and the Manager Evaluation document will be displayed. As this is a display of the evaluation in PDF format, hover near the bottom of the new window to see the Adobe menu bar.

  5.52.1   Select the printer icon to print the evaluation.

  5.52.2   When done printing/viewing the evaluation, simply close the window that opened by clicking on the print icon (e.g. ☒-out of the new window).

5.53 **Congratulations!** You have completed the writing of the teacher's APPR and can proceed to the review process.

6.0 ASSOCIATED DOCUMENTS

6.1 Engage Rochester site – APPR supervisor page – *Welcome to ePerformance*

6.2 Engage Rochester site – APPR supervisor page – *Goal Setting Process: Administrators*

6.3 Engage Rochester site – APPR supervisor page – *Performance Evaluation Review Process*

6.4 Engage Rochester site – APPR supervisor page – *Nominations: Peer Reviewer/PART Evaluator*

6.5 Engage Rochester site – APPR supervisor page – *PART Evaluator Assessment*

6.6 Engage Rochester site – APPR supervisor page – ePerformance Rubrics page – *Danielson Teachscape Rubric – Expanded Version*

6.7 Engage Rochester site – APPR supervisor page – ePerformance Rubrics page – *Danielson Teachscape Rubric – Condensed Version*

7.0 RECORD RETENTION

Identification	Storage	Retention	Disposition	Protection
PeopleSoft ePerformance initial implementation.	SharePoint ePerformance project site.	Until Superseded		N/A

8.0 REVISION HISTORY

Date:	Rev.	Description of Revision:
3/14/12	Original	Original Document
5/6/2013	2	Revised for Current School Year
11/13/2013	3	Revisions for scoring change and other changes for 2013-2014 School Year.

End of Procedure