1.0 SCOPE

1.1 This work procedure describes the process for a PART Evaluator to write their performance assessment portion of a teacher's Annual Professional Performance Review (APPR).

1.2 While all work performance factors in the 4 domains (Danielson rubric) must be assessed by the PART team, this procedure will illustrate the assessment of one work performance factor for brevity's sake. All work performance factors will be assessed in similar fashion.

2.0 RESPONSIBILITY

2.1 The Administrator from the PART review team will be designated as the PART Evaluator and will be responsible for entering the team's assessment of the PART Project into the PeopleSoft ePerformance system. This assessment must be the consensus of the PART review team. As a result, the administrator **may** will be required to complete **both** the PART team's assessment of all work performance factors and her/his own assessment of all work performance factors.

3.0 APPROVAL AUTHORITY

3.1 The PART Evaluator must be "nominated" by the administrator assigned to complete the teacher's APPR. See the "*ePerformance - Nominating a Peer Reviewer or PART Evaluator*" work procedure for futher information (link follows: http://www.rcsdk12.org/Page/25644). As the administrator will also be responsible for inputting the PART team's assessment, then s/he will be need to nominate her/himself.

4.0 DEFINITIONS

4.1 **ePerformance:** the PeopleSoft module used to complete and manage all District personnel evaluations beginning with the 2011-2012 school year.

4.2 **Performance document:** PeopleSoft performance management documents, such as an employee's Annual Professional Performance Review (APPR) or Formal Observation document. Beginning with the 2012-2013 school year, the Goal Setting process has been integrated into the APPR document.

4.3 **PART Evaluator:** the designated person, from the teacher's PART review team, who will enter the PART team's assessment into the ePerformance system. The PART reviewer will be the Principal or other designated school administrator from the PART review team who has successfully passed the Teachscape proficiency test.

5.0 PROCEDURE

5.1 **PREREQUISITE:** the PART Evaluator nomination must be accepted to enable the PART Evaluator to complete their portion of the APPR assessment. See the "Nominations: Peer Reviewer/PART Evaluator" document on the Engage Rochester – APPR site (link follows: http://www.rcsdk12.org/Page/25644). This document is at the bottom of the page.

5.2 **Log in to PeopleSoft.** This example shows the PeopleSoft Portal page as the starting point as there are numerous ways to access the PeopleSoft Portal (e.g. from SharePoint, directly from a web browser window, etc.). The PeopleSoft Portal page is shown below. *Note:* your home page is likely to be different from anyone else's home page, but the common PeopleSoft functionality should be visible. Specifically, you should see the *Human Resources* tab next to the *My Page* tab and Employee Self Service on your Enterprise Menu.

5.3 Click on the **Human Resources** tab. A page similar to the following will be displayed.

5.4 Click on the **Human Resources 9.1** link. Your PeopleSoft Human Resources Main Menu will appear (see below). *Note: the menu options available for your use will vary depending upon*

your job responsibilities and the associated system security. For brevity, a number of menu options for this manager are not shown in the graphic below.

5.5   Click on the **Self Service** menu option.
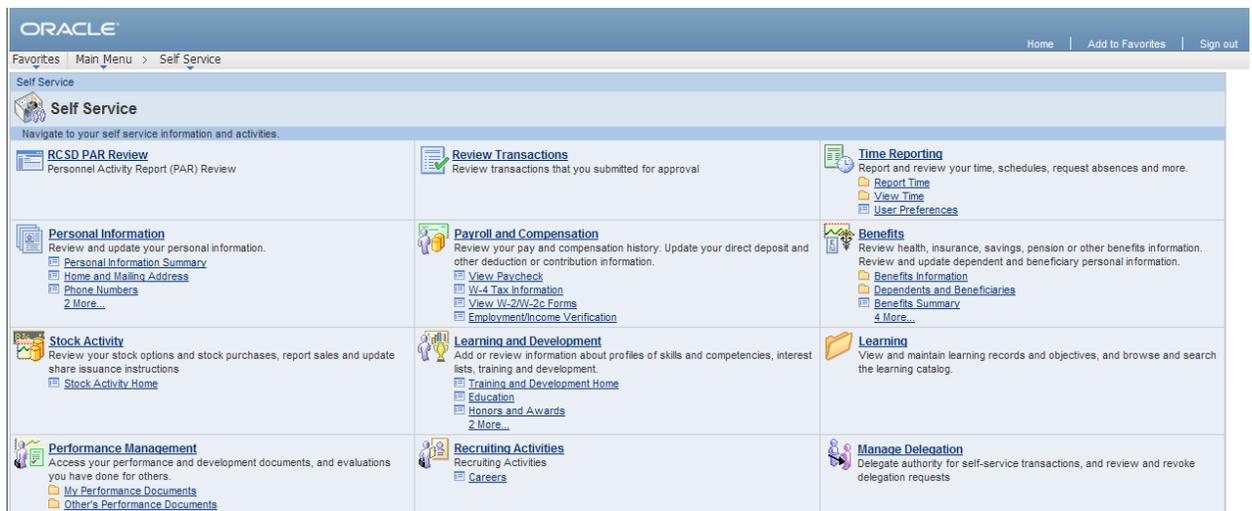
5.6   Click on the Performance Management link.

5.7   Click on the Other's Performance Documents link.
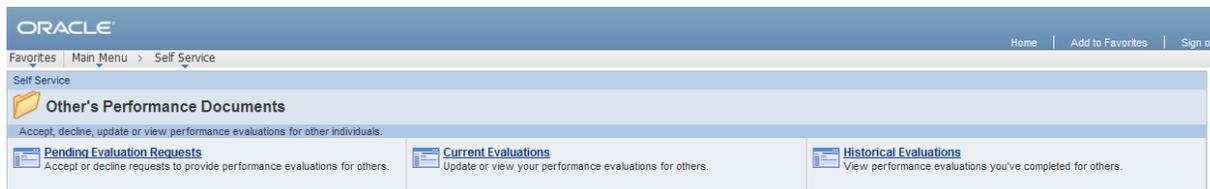
5.8   Click on the Current Evaluations link. A list of "Current Evaluations for Others" will appear as shown below.

My Current Evaluations for Others

Listed below are your current evaluations for which you are providing feedback.

Employee	Document Type	Begin Date	End Date	Status
Terry Teacher	RTA 2012-2013	07/01/2012	06/30/2013	In Progress

View My Historical Evaluations for Others
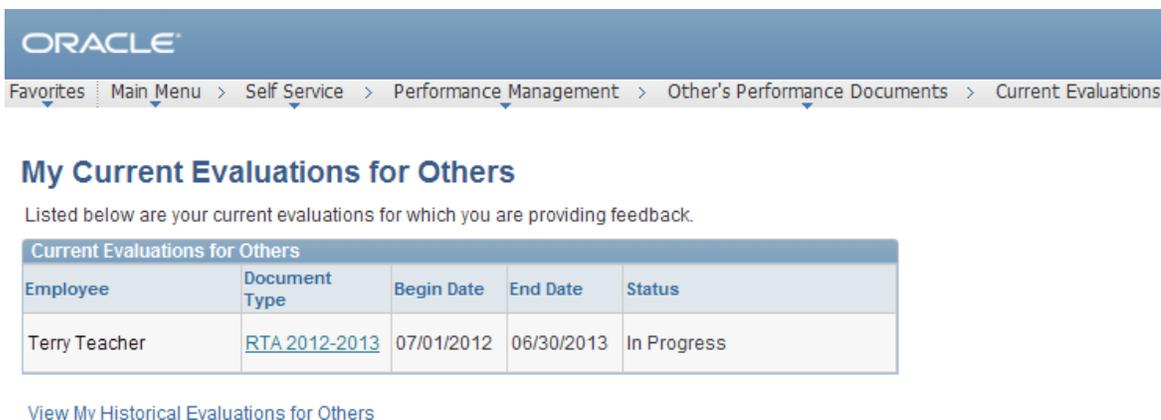
5.9   Click on the RTA 2012-2013 link next to the teacher whose PART assessment you are writing and the PART Evaluator Evaluation Performance Document will be opened.

ORACLE

Performance Document - RTA 2012-2013

PART Evaluator Evaluation

Terry Teacher, Tchr-Elem 4-6
RTA 2012-2013: 07/01/2012 - 06/30/2013

Author:	Debby Department-Manager	Role:	PART Evaluator
Status:	In Progress	Due Date:	06/30/2013
Approval:	Not Required		

▶ **Employee Data**

Rate each element and enter comments for each section in this evaluation.

At any time you can save any entries you make on the evaluation by selecting the **Save** button.

[Save]   [Complete]   🖨 ▣   Return to Document Detail

Expand All   Collapse All   Expand Sections

▷ **Professional Development Incentive**

▷ **Domain 1 - Planning and Preparation**

▷ **Goal Setting: Domain 2 - Classroom Environment**

▷ **Domain 2 - Classroom Environment**

▷ **Domain 3 - Instruction**

▷ **Goal Setting: Dom 4-Professional Responsibilities**

▷ **Domain 4 - Professional Responsibilities**

▶ **Audit History**

RCSD Composite Score

[Save]   [Complete]   🖨 ▣   Return to Document Detail

5.10 The view shown above is a "Collapsed" view of the PART Evaluator Evaluation page. You can click on the Expand All link to show all sections of the performance document or you can click on the "twistie" (▷) next to each section as you choose to work on it.

In the example shown above, notice that there are two Goal Setting sections (for domains 2 and 4) in addition to the 4 domains. As the PART Evaluator, you are able to see the goals that the teacher and administrator agreed to in the fall and consider those goals, as appropriate, when writing the performance assessment.

5.11 Scroll down to the *Domain 1 – Planning and Preparation* section of the performance document and click on the Expand link to expand just this section of the performance document.

5.12 For your ease of reference, at the top of each domain is a Link to Rubric link that will take you to the Engage Rochester site's page where the Danielson rubric can be viewed.

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

5.14 If you're unsure of the rating to assign for this work performance factor or if you simply need a refresher of the rating descriptions, click on the rating description icon (⊞) to view a description of each rating. The Domain 1A unique rating descriptions are shown below.

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

5.15 Click on the Return to previous page link and then select the radio button for the desired rating.

5.16 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.

5.17 In this example, we are assessing the teacher's knowledge of content and pedagogy as Effective. Note that after the rating was selected, it is also displayed next to the Rating label, as indicated by the arrows.

5.18 Enter the comments that support the rating you selected in the comments box.

5.19 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]

5.19.1 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.

5.19.2 If more than one alternative is suggested by the system, as shown in the example below, select the desired alternative from the list. The system attempts to place what it deems as the most likely alternative at the top of the list.

Change To: section

Alternatives:
section
secession
sections

5.19.3 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

5.20 Complete the ratings and comments for each of the remaining 5 domain elements (or work performance factors) 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)*.

5.21 All domain elements must be rated for the PART Evaluator portion of the teacher's overall *Performance Score* to be calculated correctly. Remember, if an item it not rated, do **not** leave it blank. Instead, select the L0 – Not Rated option as described above.

5.22 Prepare and complete your ratings for each domain elements of the *Domain 2 – Classroom Environment*. For your convenience and reference, a link to the Teachscape Rubric has been provided at the top of this 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

▶ Domain 2A

▶ Domain 2B

▶ Domain 2C

▶ Domain 2D

▶ Domain 2E

5.23 Click the twistie (▶) next to *Domain 2A,* the first domain element of Domain 2, to open just that domain element – *Creating an Environment of Respect and Rapport*.

Expand   Collapse

▼ 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 | 05/01/2013 11:01AM |

▶ Domain 2B

▶ Domain 2C

▶ Domain 2D

▶ Domain 2E

5.24 Open and rate each of the 5 domain elements of Domain 2. Refer to the Teachscape Rubric as needed and spell check each of your comments, as necessary.

5.25 All domain elements must be rated for the PART Evaluator portion of the teacher's overall *Performance Score* to be calculated correctly. Remember, if an item it not rated, do **not** leave it blank. Instead, select the L0 – Not Rated option as described above.

5.26 Prepare and complete your ratings for each element of *Domain 3 – Instruction* and *Domain 4 – Professional Responsibilities.* For your convenience and reference, a link to the Teachscape Rubric has been provided at the top of each section.

5.27 Remember – all domain elements must be rated for the PART Evaluator portion of the teacher's overall performance score to be calculated correctly. If an item it not rated, do **not** leave it blank. Instead, select the L0 – Not Rated option as described above.

5.28 This is one last reminder to click on the **Save** button to ensure that all of your work is saved.

5.29 Print the PART review team's portion of the performance document by using the print (🖶) icon. Each of the PART review team members should sign off on the printed document to confirm consensus. This signed document should be scanned and attached to the final evaluation (that is completed by the administrator as there is no attachment feature with the PART Evaluator's portion of the assessment).

5.30 The last step of the PART Evaluator assessment of the teacher's performance is to click on the **Complete** button. **Before you do that,** it is highly recommended that you review all work performance factors to ensure that they have all been rated. Remember, the L0 – Not Rated option can be used for those work performance factors where there is not enough evidence to reasonably assess the teacher's performance in a particular area.

Caution: while the L0 – Not Rated option can be used for work performance factors where there is not enough evidence to reasonably assess the teacher's performance in a particular area, at least one work performance factor in each domain should be rated with something other than L0 – Not Rated for the overall score to be calculated correctly.

5.31 Click on the **Complete** button (only if you're sure you've saved!).

5.32 If you are sure that you're ready to complete the PART Evaluator portion of the evaluation, click on the *Complete* button; otherwise, click on the *Cancel* button so that you can make any last minute changes to the performance document.

5.33 Click on the **Complete** button.
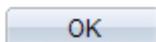
5.34 Click the **OK** button.

5.35 **Congratulations** – you have completed the PART Evaluator portion of the APPR for this teacher!

6.0 ASSOCIATED DOCUMENTS

6.1 None.

7.0 RECORD RETENTION

Identification	Storage	Retention	Disposition	Protection
PeopleSoft ePerformance initial implementation.	SharePoint ePerformance project site. Displayed on EngageRochester site.	Until Superceded		N/A

8.0 REVISION HISTORY

Date:	Rev.	Description of Revision:
5/3/2013	Original	Original Document

End of Procedure