Writing the PART Evaluator Performance Assessment for Teacher APPR Evaluations



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: <u>http://www.rcsdk12.org/Page/25644</u>). 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.

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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: <u>http://www.rcsdk12.org/Page/25644</u>). 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.

OCHESTA	Welcome!	Terry Te	acher		Thu, Mar 8, 1	2	
	Every child	is a work o	f art. Create a m	asterpiece.	Home	Add to My Links	<u>Sian out</u>
My Page Human Res Personalize Content	sources Financials			Search:	>	<u>My Links</u> Sel	lect One: 🗾
Enterprise Menu Commitment Contro Customer Contracts Perocurement Grants Froject Costing Project Costing Project for the perofile Peroperting Purchasing Peroperting Peroperti	i ce	2 -	Main Menu Commitment Control Define or martain budgets, bu exceptions. Review Budget Activities Customer Contracts Customer Contracts. My Contracts	2 - (Enterprise Portal News 2011 W-2 is available online The 2011 W-2 is now available 403(b) 457 Plans 403(b) 457 Plans Universal Ava Allowable Contribution Limits F View All Articles and Sections 	online for viewing and ilability Notice Plus 20 inal	printing.
 Proprioting Provincial Reporting Tools <u>Change My Passwor</u> <u>My Personalizations</u> <u>My Dictionary</u> 	d		Procurement Set up eProcurement; manage POs. Create Requisition Manage Reguisitions Receive items	or approve eProcurement requisitions or			

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

OCHESTER	Welcome!	Terry 1	eacher
	Every child	d is a work o	of art. Creat
<u>My Page</u> Human Personalize Conten	Resources <u>Financials</u>		
Human Resource	s Menu	¢ -	Employee Leave St
Access Human on PeopleTools	urces 9.1 i Resources Management System i 8.5x.	9.1 Maintenance Pack 1	Leave Balances Absence Sick
Employee Self Employee Self Information, Pa and Developm ERCSD PAR Employee H	elf Service Service transactions; includes Tin yroll and Compensation, Benefits, ent, and employee Recruiting Activ <u>Review</u> iome	ne Reporting, Personal Stock Activity, Training vities.	Vacation Personal Human Resources I

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.

ORACLE	
Favorites Main Menu	
Personalize Content Layou	<u>t</u>
Menu	¢ -
Search:	»
 My Favorites Self Service Manager Self Service Recruiting Workforce Administration 	
 Packas Applicant Home Careers Change My Password My Personalizations My System Profile My Dictionary My Feeds My Portal Home 	

5.5 Click on the **Self Service** menu option.

ORACLE		
Envertes Main Menu > Colf Convice		Home Add to Favorites Sign out
Self Service		
Self Service		
Navigate to your self service information and activities.		
Personnel Activity Report (PAR) Review	Review transactions Review transactions that you submitted for approval	Time Reporting Report and review your time, schedules, request absences and more. Report Time Vew Time User Treferences
Personal Information Review and update your personal information. EPersonal Information Summary Home and Maino Address Phone Numbers 2 More	Yearoll and Compensation Review your pay and compensation history. Update your direct deposit and other deduction or contribution information. Year Paycheck Year Paycheck Year View View 2002 of pays Year View View 2002 of pays Year Network Year Paycheck Year View View 2002 of pays Year Network	Benefits Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information. Dependents and Beneficiaries Enefits Summary 4 More
Stock Activity Review your stock options and stock purchases, report sales and update share issuance instructions Stock Activity Home	Add or revew information about profiles of skills and competencies, interest isst, training and development. Training and Development Home Equivation Honors and Awards Zildore_	View and maintain learning records and objectives, and browse and search the learning catalog.
Performance Management Access your performance and development documents, and evaluations you have done for others. My Performance Documents Other's Performance Documents	Recruiting Activities Recruiting Activities E Careers	Manace Delegation Delegate authority for self-service transactions, and review and revoke delegation requests

5.6 Click on the <u>Performance Management</u> link.

CHESSE UNIT

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ORACLE	Home Addito Favorites Sion 4
Favorites Main Menu > Self Service	
Self Service	
Performance Management	
Access your performance and development documents, and evaluations you have done for others.	
My Performance Documents Create, updale, or view your performance documents. Current Documents Historical Documents	Other's Performance Documents Accept, decline, update or view performance evaluations for other individuals. Current Evaluations Current Evaluations Hintorical Evaluations

5.7 Click on the Other's Performance Documents link.

ORACLE		Home Addito Favorites Sion :
Favorites Main Menu > Self Service		
Self Service		
📁 Other's Performance Documents		
Accept, decline, update or view performance evaluations for other individuals.		
Pending Evaluation Requests Accept or decline requests to provide performance evaluations for others.	Current Evaluations Update or view your performance evaluations for others.	Historical Evaluations View performance evaluations you've completed for others.

5.8 Click on the <u>Current Evaluations</u> link. A list of "Current Evaluations for Others" will appear as shown below.

ORACLE								
Favorites Main Menu	>	Self Service	>	Performance Management	>	Other's Performance Documents	>	Current Evaluations
		·		·		·		

My Current Evaluations for Others

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

Current Evaluations for Others						
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 <u>RTA 2012-2013</u> link next to the teacher whose PART assessment you are writing and the PART Evaluator Evaluation Performance Document will be opened.

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ORAC	LE [.]	
Favorites Mi	in Menu > Self Service > Performance Management > Other's Performance Documents	> Current Evalua
Performa	nce Document - RTA 2012-2013	
	valuator Evaluation	
Terry Teach	Pr Tchr-Flem 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 E	ata	
Data anata d		
Rate each el	erneni and enter comments for each section in this evaluation.	
At any time yo	u 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	
N.D. C		
Protess	onal Development Incentive	—
▶ Domain	1 - Planning and Preparation	
		_
Boal Se	tting: Domain 2 - Classroom Environment	—
▶ Domain	2 - Classroom Environment	
Domain	2 Instruction	_
Domain		_
Goal Se	tting: Dom 4-Professional Responsibilities	
Domain	A - Professional Pesnensibilities	
P Domain	+ - riolessional responsibilities	
Audit Histo	ny	
	B000 0	
	RUSD Composite Score	
Source	Camplete	
Save	eturn 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.

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

Domain 1 - Planning and Preparation							
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 C	Collapse						
🗢 Domain 1A							
Description : Dem	nonstrating Knowled	ge of Content and P	edagogy				
C L0-Not Rated	C L1-Ineffective	C L2-Developing	C L3-Effective	C L4-Highly Effective			
Rating:							
Comments:					Č		
Created By:	Template	05/01/2013 11:0	1AM				

- 5.12 For your ease of reference, at the top of each domain is a <u>Link to Rubric</u> 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 (^C) 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.



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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

Domain 1A

- 5.15 Click on the <u>Return to previous page</u> 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.



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 Domain 1A Description : Description - Descript	monstrating Knowled	lge of Content and P	edagogy		
C LO-Not Rated	C L1-Ineffective	C L2-Developing	C L3-Effective	C L4-Highly Effective	
Rating:	L3-Effective				
Comments:		•			×.
Created By:	Template	05/01/2013 11:0	1AM		

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.

Comments:	This is a dmeonstration of the comments sectino of a domain element. I've purposely made 2 typographic error to demonstrate the spell check feature of the system.	×.

- 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($\overset{\checkmark}{\sim}$).



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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 Ca	ncel		

- 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.

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	Spell Check	k	
	Field Label: Spell Check Text:	Comments 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 chec	k is complete.	
	ОКСа	ncel	
5.20	Complete the rat performance fac <i>is strongly encou</i>	tings and comments for each of the remaining 5 domain elements (or work tors) of Domain 1. The performance document can be saved at any time (and it uraged 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 <i>Performance Score</i> 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 com <i>Environment</i> . For provided at the t	plete your ratings for each domain elements of the <i>Domain</i> $2 - Classroom$ or your convenience and reference, a link to the Teachscape Rubric has been op of this section.	
		assroom Environment	
	Please click on the expectations as we	e link below in order to access the evaluation rubric for criteria on domain ell as verbiage to be used in support of your rating.	
	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*.



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Expand	<u>Collapse</u>				
🗢 Domain 2A					
Description : Cre	eating an Environmen	t of Respect and Ra	pport		
C L0-Not Rated	C L1-Ineffective	C L2-Developing	C L3-Effective	C L4-Highly Effective	
Rating:					
Comments:					Ś
Created Day					—
Created By:	Template	05/01/2013 11:0	1AM		
Domain 2B					
Domain 2C					
0					
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.

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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.

Audit History	
	RCSD Composite Score
Save Complete	🚑 🖃 Return to Document Detail

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

Performance Document - RTA 2012-2013		
Complete Evaluation		
T		

To confirm that you would like to complete, select the Complete button.

Complete	Cancel

- 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.



Your evaluation is finalized and marked as "Complete".

OK

- 5.34 Click the **OK** button.
- 5.35 **Congratulations** you have completed the PART Evaluator portion of the APPR for this teacher!

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6.0 ASSOCIATED DOCUMENTS

6.1 None.

7.0 RECORD RETENTION

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

8.0 REVISION HISTORY

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

End of Procedure