



KPBSD Effective Instruction Guide 2022-2023

Topic	Video	KPBSD EvaluWise Manual Draft	Due Date
<u>Self-Reflection Calibration Form and Conversation Guide</u> Purpose: Assigning the Self-Reflection/Calibration Rubric Form and Conversation Guide to the Certified Teacher	How to assign the self-reflection rubric and Conversation Guide in Evaluwise to Certified teachers Sending Forms to multiple job alike teachers	Pg. 2	October 1, 2022
<u>Walk-Throughs</u> Purpose: On short observation less than 10 minutes in length composed of any observations an administrator may make of a teacher's practice. Note: <i>Feedback may or may not be given.</i>	This video shows the steps for how to create a walkthrough form.	Pg. 2	Ongoing
<u>Informal Observation</u> Purpose: An observation over 10	This video shows how to create an	Pg. 2-3	Ongoing

minutes in length, the administration provides feedback to the teacher verbally or electronically, and dates are recorded on the summative evaluation form.	informal observation, add evidence, align it to the component and share the evidence with the teacher.		
<u>Formal Observation</u> Purpose: The formal observation is required to last a minimum of 30 minutes and provides the teacher in depth feedback of their practice. The administrator must provide written or verbal follow up to the teacher within 5 work days.	Scripting Tips Video Marking Formal Observations Complete	Pg. 4	
<u>Post-Observation Conference</u> Purpose: The Post-Observation conference provides time for both the teacher and the administrator are share their perceptions of what occurred during the lesson based on observational data and evidence of student learning.	Video Coming Soon	Pg. 4	
<u>Summative Evaluation</u> Purpose: The summative evaluation conference is an entirely separate meeting from the post-observation conference. During this meeting, the principal shares the evidence gathered over time and provides the principal's evaluation of where on the rubric the evidence	Video Coming Soon	Pg. 5-8	November 15 - Nontenured. April 15, Tenured & Nontenured

indicates the teacher is generally teaching.			
Additional Tips: - Combining Forms and Evaluation/Observations - Independent Forms Tips and Tricks			

Helpful Resources:

- [EvaluWise Guide - 2022-2023](#)
- [EI Training Video](#)
- [Certified Evaluation Time Line](#)
- [Teacher Evaluation Continuous Growth System](#)
- [Effective Instruction Evaluation Handbook](#)
- [Danielson's 2013 Teacher Evaluation Tool](#)
- [Danielson's 2013 SmartCard](#)

Self-Reflection Calibration Form and Conversation Guide

Certified teachers engage in a self-reflection using the rubrics appropriate to their teaching assignment. Documentation of the evidence from the previous months and evidence expected to be available during the upcoming evaluation cycle is noted in the self-reflection document, and a copy is provided to the evaluator by the teacher at the Calibration Conference. The evaluator and the teacher engage in a calibration conversation using the Calibration Conversation Guide, during which: The administrator provides clarity on the performance expectations at the site in relationship to the teacher's unique assignment. The teacher shares a written draft of his/her professional growth goal for the administrator's review. A shared understanding regarding what 'proficiency' looks like in the teacher's assignment is achieved. Agreement is reached regarding what evidence can be expected in relationship to discussed levels of performance. Potential activities that could support the teacher's professional growth goal are discussed.

Walk-Throughs

Walk-throughs are short in duration and are comprised of any observations an administrator may make of a teacher. These observations may occur both in the classroom and in settings outside the classroom, such as meetings or hallways, and may or may not result in feedback.

Informal Observations

Minimum of 1 observation per semester with a minimum duration of 10 minutes each. Dates are recorded on the evaluation and feedback is provided to the teacher either verbally or electronically. Informal observations may be related (like any other part of the process) to any domain.

Pre-Observation Conference

The pre-observation conference is held to address the upcoming formal observation & must be directed by guiding questions. Since domains 2 and 3 are generally easily observable, special emphasis on Domains 1 and 4 should occur during the conference as an opportunity to evaluate evidence of the 'off-stage' aspects of the teacher's practice. Any relevant information regarding student growth data and the teacher's professional growth goal should also be reviewed during this conference.

Formal Observation with Follow-up

The formal observation is required to last a minimum of 30 minutes. The administrator must provide written or verbal follow up to the teacher within 5 work days. The follow up may occur as part of the post-observation conference, but if the post-observation conference is scheduled for more than 5 days after the observation, follow up must be done separately within 5 days of the observation.

Post-Observation Conference

The post-observation conference must be completed within 10 days of the observation. The focus of the conference is the formal observation and both the teacher and the administrator are expected to share their perceptions of what occurred during the lesson based on observational data and evidence of student learning.

Summative Evaluation

The summative evaluation conference is an entirely separate meeting from the post-observation conference. A draft of the evaluation should be provided to the teacher 24 hours before the summative evaluation meeting. Any other relevant data should be provided by the teacher to the administrator 24 hours before the summative evaluation meeting.