

Companion Guide – Calibrating the Process

OTES 2.0 Supports

Use this companion guide to track ideas from the discussion. How will you calibrate the evaluation process amongst district evaluators?

General Considerations

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Consider this...	How we'll Calibrate:
<ul style="list-style-type: none"><input type="checkbox"/> Will the district require completion of the self-assessment?<input type="checkbox"/> Is feedback required on each walkthrough/informal observation? If yes, what will this look like?<input type="checkbox"/> Do we share scripting/observation notes with the teacher?	

General/Opening Considerations

General:

Professional Growth Plans

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Consider this...	How we'll Calibrate:
<ul style="list-style-type: none"><input type="checkbox"/> How many goals are teachers required to have on the PGP?<input type="checkbox"/> What is the district timeline for development of the PGP?<input type="checkbox"/> How will it be determined that the PGP is aligned to any district and/or school improvement plan(s)?	

Professional Growth Plans

PGPs

Formal Holistic Observation

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Consider this...	How we'll Calibrate:
<ul style="list-style-type: none"><input type="checkbox"/> Are pre-conferences required?<input type="checkbox"/> If so, are there any guidelines?<input type="checkbox"/> What are teachers asked to provide?<input type="checkbox"/> How are the eTPPS/OhioCIS pre-conference questions used?<input type="checkbox"/> Are teachers asked to complete a rubric themselves?<input type="checkbox"/> How many questions are asked?	

The Pre-Conference

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Consider this...	How we'll Calibrate:
<ul style="list-style-type: none"><input type="checkbox"/> Are observations announced or unannounced?<input type="checkbox"/> How do we script?<input type="checkbox"/> Do we interact with students?<input type="checkbox"/> Do we take pictures of student work?<input type="checkbox"/> Do we share scripting/observation notes with the teacher?<input type="checkbox"/> Are ratings for each component optional or required?<input type="checkbox"/> Is a rating for each organizational area optional or required?	

The Observation

Pre-Conference:

Observation:

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Consider this...

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- How long after the observation is the post-conference?
- Is the written report provided to teacher before or after the post-conference?
- What are teachers asked to provide at the post-conference?
- Do we share scripting/observation notes with the teacher?
- How long is the post-conference?

How we'll Calibrate:

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The Post-Conference

Formal Focused Observation

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Consider this...

How we'll Calibrate:

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- How will the Focus Areas be determined?
- How many Focus Areas will a teacher have?
- What do we do with evidence collected outside the Focus Areas?
- Will there be a post-conference after the Focused Observation?

Focus Areas:

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Focus Areas

Less Frequent Evaluation

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Consider this...

How we'll Calibrate:

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- Formal Holistic
- Formal Focused
- Walkthrough/Informal

Type of Observation:

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One Observation

Professional Growth Plan (Evaluator Guided) | Conferences | Signatures

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During the professional growth plan any conferences between the educator and evaluator may be documented as well as any notes or attachments that are pertinent to the plan.

Conferences

Conference Date	Outcome	Justification	Future Conference Date	Educator Confirmed
09/15/2020	Initial	Create PGP	11/10/2020	<input checked="" type="checkbox"/>
11/10/2020	In-Progress	Check In 1	01/14/2020	<input checked="" type="checkbox"/>
01/12/2021	Progress Made	Check In 2	03/24/2021	<input checked="" type="checkbox"/>

Notes & Attachments

08/27/2020 10:07 AM by Party Principal
During the first session, we discussed priorities for year and narrowed scope for goals.

08/27/2020 10:07 AM by Tonny Teacher
Thanks for the discussion, I revised the goal to align with our district goals!

Conferences:

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Conferences

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Consider this...

How we'll Calibrate:

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- When is the Conference?
- Who will document progress?
- What determines progress?
- How will you document progress?

Progress on PGP:

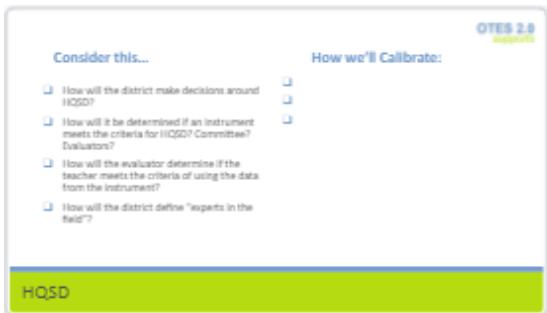
OTES 2.0 supports

One Conference with Discussion of Progress on PGP

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HQSD



The image shows a screenshot of the OTES 2.0 Supports software interface. On the left, there is a sidebar with the title 'HQSD' in bold. The main content area is titled 'OTES 2.0 supports' and contains two sections: 'Consider this...' and 'How we'll Calibrate:'. The 'Consider this...' section contains a list of five questions, each preceded by a blue checkbox. The 'How we'll Calibrate:' section contains a list of three questions, also preceded by blue checkboxes. The entire interface has a light blue header and a light gray background.

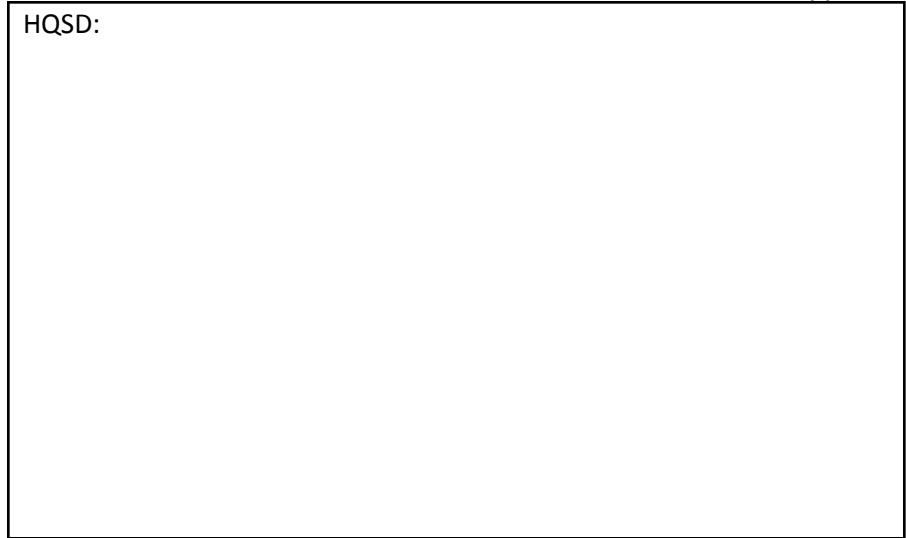
Consider this...

- How will the district make decisions around HQSD?
- How will it be determined if an instrument meets the criteria for HQSD Committee Evaluators?
- How will the evaluator determine if the teacher meets the criteria of using the data from the instrument?
- How will the district define "experts in the field"?

How we'll Calibrate:

-
-
-

HQSD:



A large, empty rectangular box with a black border, intended for users to type or write their responses to the HQSD section of the software.