

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:

☐ Will the district require completion of the self-assessment?

☐

☐ Is feedback required on each walkthrough/informal observation? If yes, what will the look like?

☐

☐ 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:

☐ How many goals are teachers required to have on the PGP?

☐

☐ What is the district timeline for development of the PGP?

☐

☐ 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:

☐ Are pre-conferences required?

☐

☐ If so, are there any guidelines?

☐

☐ What are teachers asked to provide?

☐

☐ How are the eTPES/OhioOS pre-conference questions used?

☐

☐ Are teachers asked to complete a rubric themselves?

☐

☐ How many questions are asked?

☐

The Pre-Conference

Pre-Conference:

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Consider this...

How we'll Calibrate:

☐ Are observations announced or unannounced?

☐

☐ How do we script?

☐

☐ Do we interact with students?

☐

☐ Do we take pictures of student work?

☐

☐ Do we share scripting/observation notes with the teacher?

☐

☐ Are ratings for each component optional or required?

☐

☐ Is a rating for each organizational area optional or required?

☐

The Observation

Observation:

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Consider this...

- ☐ 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

Post-Conference:

Formal Focused Observation

Consider this...

- ☐ 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?

How we'll Calibrate:

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Focus Areas

Focus Areas:

Less Frequent Evaluation

Consider this...

- ☐ Formal Holistic
- ☐ Formal Focused
- ☐ Walkthrough/Informal

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One Observation

Type of Observation:

Professional Growth Plan (Evaluator Guided) | Conferences | Signatures

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	01/14/2021	<input checked="" type="checkbox"/>
01/12/2021	Progress Made	Check in 2	03/04/2021	<input checked="" type="checkbox"/>

Notes & Attachments

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

08/27/2020 10:07 AM by Tamiya Two her
Thanks for the discussion, I revised the goal to align with our district goals.

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Conferences:

Consider this...

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

How we'll Calibrate:

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One Conference with Discussion of Progress on PGP

Progress on PGP:

HQSD

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Consider this...

How we'll Calibrate:

☐ 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"?

☐

☐

☐

☐

HQSD

HQSD: