

## Quick Reference Guide for Teachers

### Summary Year Timeline:

FALL	WINTER	SPRING
<p>1) Self-Review of Professional Practice - Teachscape <a href="http://login.teachscape.com">login.teachscape.com</a></p> <p>2) Develop Educator Effectiveness Plan (EEP) - <a href="#">2014-15 Teacher Process Manual page 20</a></p> <p>A) Review student data B) Write SLO – minimum of 1 - <a href="#">SLO Toolkit</a></p> <p>i.) <b>S</b>: Specific ii.) <b>M</b>: Measurable iii.) <b>A</b>: Attainable iv.) <b>R</b>: Results-based v.) <b>T</b>: Time-bound</p> <p>C) Write PPG – minimum of 1 D) Submit forms to Evaluator in Teachscape</p> <p>3) Planning Session with Evaluator A) Review the Self-Review and EEP B) Review the draft SLO and PPG - <a href="#">2014-15 Teacher Process Manual Appendix E</a></p> <p>i.) discuss and adjust if necessary ii.) finalize based on teacher and evaluator input</p> <p>C) Set Evaluation Schedule i.) scheduled observations ii.) meetings iii.) methods of collecting other sources of evidence - artifacts</p>	<p>1) Announced Observations - <a href="#">2014-15 Teacher Process Manual page 25</a></p> <p>A) One 45-minute <b>OR</b> B) Two 20-minute</p> <p>i.) Pre-Observation - Teachscape – <a href="http://login.teachscape.com">login.teachscape.com</a></p> <p>a) identify context of lesson b) specifics of lesson c) intended outcomes d) discuss at Pre-Observation Conference</p> <p>ii.) Post-Observation - Teachscape – <a href="http://login.teachscape.com">login.teachscape.com</a></p> <p>a) done within one week of observation b) reflection of lesson c) use during Post-Observation discussion</p> <p>2) Unannounced Mini-Observations A) Two 15-minute – required in summary year B) One – three during supporting years</p> <p>3) Mid-Year Review - <a href="#">2014-15 Teacher Process Manual Appendix E</a></p> <p>A) Meet with Evaluator B) Provide documentation - artifacts C) Review progress toward meeting SLO and PPG D) If needed, adjust target outcomes E) Discuss instructional strategies</p>	<p>1) Submit final evidence to Evaluator - Teachscape <a href="http://login.teachscape.com">login.teachscape.com</a></p> <p>A) Artifacts B) Self-score SLO C) Self-score PPG</p> <p>2) Final Scoring of SLO and PPG by Evaluator A) SLO Scoring i.) Minimum of one and maximum of six ii.) Use SLO Scoring Rubric (1 – 4) - <a href="#">2014-15 Teacher Process Manual Appendix M</a></p> <p>B) PPG Scoring i.) Written feedback ii.) A score will not be assigned iii.) Will be considered with other evidence to inform final practice score</p> <p>3) Final Summary Conference - <a href="#">2014-15 Teacher Process Manual page 29</a></p> <p>A) Meet with Evaluator B) Review goal achievement C) Provide Feedback D) Teacher may comment on final summary results</p> <p>4) Use the Evaluation Results to Inform Future Goals</p>

**Supporting Year(s) Timeline:**

FALL	WINTER	SPRING
<p>1) Self-Review of Professional Practice - <a href="#">Teacher Self-Rating Form</a></p> <p>2) Develop Educator Effectiveness Plan (EEP) - <a href="#">2014-15 Teacher Process Manual page 20</a></p> <p>A) Review student data B) Write SLO – minimum of 1 - <a href="#">SLO Toolkit</a></p> <p>i.) <b>S:</b> Specific ii.) <b>M:</b> Measurable iii.) <b>A:</b> Attainable iv.) <b>R:</b> Results-based v.) <b>T:</b> Time-bound</p> <p>C) Write PPG – minimum of 1 D) Submit forms to Evaluator in Teachscape</p> <p>3) May request colleague review of SLO</p>	<p>1) Unannounced Mini-Observations A) One – three during supporting years B) Two 15-minute – required in summary year</p> <p>2) Continue collection of evidence - artifacts</p> <p>3) Mid-Year Self-Review of SLO and PPG - <a href="#">2014-15 Teacher Process Manual Appendix E</a></p>	<p>1) Final Self-Review of SLO and PPG - <a href="#">2014-15 Teacher Process Manual Appendix E</a></p> <p>2) Use the Data to Inform Future Goals</p>

**Glossary of Abbreviations, Terms and Definitions:**

**EE: Educator Effectiveness** – Wisconsin model for teacher and principal evaluation; its primary purpose is to support a system of continuous improvement of educator practice, from pre-service to in-service, which leads to improved student learning.

**EEP: Educator Effectiveness Plan** – A plan documented in Teachscape that lists the Student Learning Objective(s), Professional Practice Goal(s) and Professional Growth Strategies and Support for an educator, along with the activities required to attain these goals and the measures necessary to evaluate the progress made on them.

**PPG: Professional Practice Goal** – Practice related goals are an important part of professional practice. Goals are set as educators prepare for their Educator Effectiveness Plans and the goals are monitored by the educator during the year.

**SLO: Student Learning Objective** – Rigorous, yet attainable goals for student learning growth aligned to appropriate standards set by individual educators. The ultimate goal of the SLO is to promote student learning and achievement while providing for pedagogical growth, reflection and innovation.