

APPR – 60% Local Evaluation Process

September 17 and 24, 2012



R-H State Approved APPR Process

- Goal setting
- Unannounced observations
- Announced observations
- Mid-year Review
- End of year Evaluation



Goal Setting Meetings (Sept – Oct)

- Each teacher will meet with their school administrator to discuss:
 - The appraisal instrument (form), criteria (Danielson)
 - Expectations
 - District Priorities(D)
 - School Improvement Plan (B)
 - Individual Goals (I)
 - Structured Review (SR)
 - Roles and responsibilities of both parties
- Goal setting meeting will be conducted by October 31

Preparing for Goal Setting Meeting

Administrator

- Reviews appraisal criteria and process
- Considers possible Individual Goals (I) for the given Teacher
- Includes District Priorities (D)
- Prepares Building SIP Goals (B)
 - Done in advance
 - Share with entire faculty
 - Shared on APPR form – Contract Appendix F

Teacher

- Do not have to contribute an “I” goal, but may if want to
- 3 Structured Review Goals (SR)
 - Review previous observations
 - Achievement data
 - Pick 3 Danielson 2007 Rubric COMPONENTS to showcase

Video Example of Goal Setting Meeting is Available

<http://www.rhnet.org/intranet/videos.cfm?vid=10610>

- Dina Wilson and John Prouty role played a Goal Setting Meeting at the APPR August Training week.



During the Goal Setting Meeting

- Teacher should expect to see Appendix F filled in with D and B goals at outset.
- Teacher should expect a “collaborative” conversation about Individual goals.
- Teacher should be prepared to discuss which 3 components they have chosen to focus on for their “structured” review, and also how they plan on “showcasing” these with evidence collected/developed during the year.
- Teacher should expect to leave the meeting with a copy of Appendix F filled in with their goals.

Structured Review (SR) Roles

Teachers

- Teacher Center Director and teacher leaders provide professional development, guidance and support to teachers

Principals

- Provide an overview of what the structured review is and how it relates to the goal setting and end of the year conferences



What is “Structured Review”?

- An opportunity for you to have some control over your own evaluation, and influence the outcome of it.
- A way for you to highlight something you do that would otherwise go unobserved or not be known by your administrator.
- Could include lesson plans, student work, assessment analysis (SBI) and resulting strategies tried, your own reflections about teaching or from participating on a committee or study group, artifacts from professional development, records and artifacts from working with an instructional coach, accepting an intern or student teacher... just to name a few.
- Contract language PURPOSELY did not define what could be included in structured review

Unannounced Observation(s)

September - February

- Purpose is to collect evidence of teacher practice
- Each teacher will have at least one unannounced observation by a certified administrator (may be a director)
- Will last no longer than 20 minutes
- Additional unannounced may occur throughout the year
- Observations will be scripted in TeachScape.
- Within 3 days of the observation, scripting evidence collected in TeachScape will be made available to the teacher, IF the evidence is going to be used for evaluation purposes.

To be completed by March 1

Announced Observation(s)

September - February

- Purpose is to collect evidence of teacher practice
- Each teacher will have at least one announced observation by a certified administrator
- Will last entire instructional period
- Additional announced may occur throughout the year as needed

To be completed by March 1



Announced Observation Process

- Pre-observation conference
 - Focuses on Domain 1
 - Teacher must complete and upload to TeachScape the “R-H APPR Lesson Plan Form” – Contract Appendix G BEFORE the Pre Conference.
- Observation
 - Focuses on Domains 2 and 3
 - Evidence based scripting on Principal iPads, and uploaded to TeachScape. Evidence will be tagged to a component.
- Post-observation conference
 - Will include Domain 4 – Especially Component 4a (Reflection on Practice)
 - Teacher must complete and upload to TeachScape the “Post Observation Reflection Form” – Contract Appendix I BEFORE the Post Conference.



Pre - Conference

- Purpose is to discuss the upcoming lesson using the “R-H APPR Lesson Plan Form” – Appendix G
- Occurs no more than 3 days prior to the scheduled observation
- Admin will invite teacher to pre-observation conference – via a school email generated via TeachScape
- Teacher will upload Appendix G to Teachscape beforehand.



Post – Observation Conference

- Purpose: to discuss evidence that was observed in the lesson and in the teacher's reflection (Appendix I)
 - Teacher must complete Appendix I reflection form and have it uploaded to TeachScape before the conference
 - Appendix I will be reviewed together during the conference
 - Conference must occur no more than 5 days following the observation
 - A scripted form of the observation provided to the teacher within 3 days of the post observation meeting



Mid-year Meeting

by March 1

- Each teacher will meet with an administrator prior to March 1 to discuss their progress
- Using RH APPR Form (Appendix F) teachers will receive a rating in each component where evidence has been gathered to date, including any structured review evidence submitted by the teacher
- Multiple measures utilized (announced, unannounced, structured review).



Additional Observations

March - May

- Will focus on specific components of concern, or components where more evidence is needed

End of Year Conference

April – June 15

- Purpose is to discuss teacher's progress for the year, and to review rubric ratings
- Each teacher will meet with an administrator prior to June 15 to discuss their progress
- Using RH APPR Form (Appendix F) teachers will receive a rating in each component where evidence has been gathered to date, including any structured review evidence submitted by the teacher
- Multiple measures utilized (announced, unannounced and structured review)

All end of year evaluations will be completed by June 15