

Certified Staff

Online Evaluation Management System Information

2018-19

Evaluation Process

for

Teachers & Administrators

using the

Alternative Options



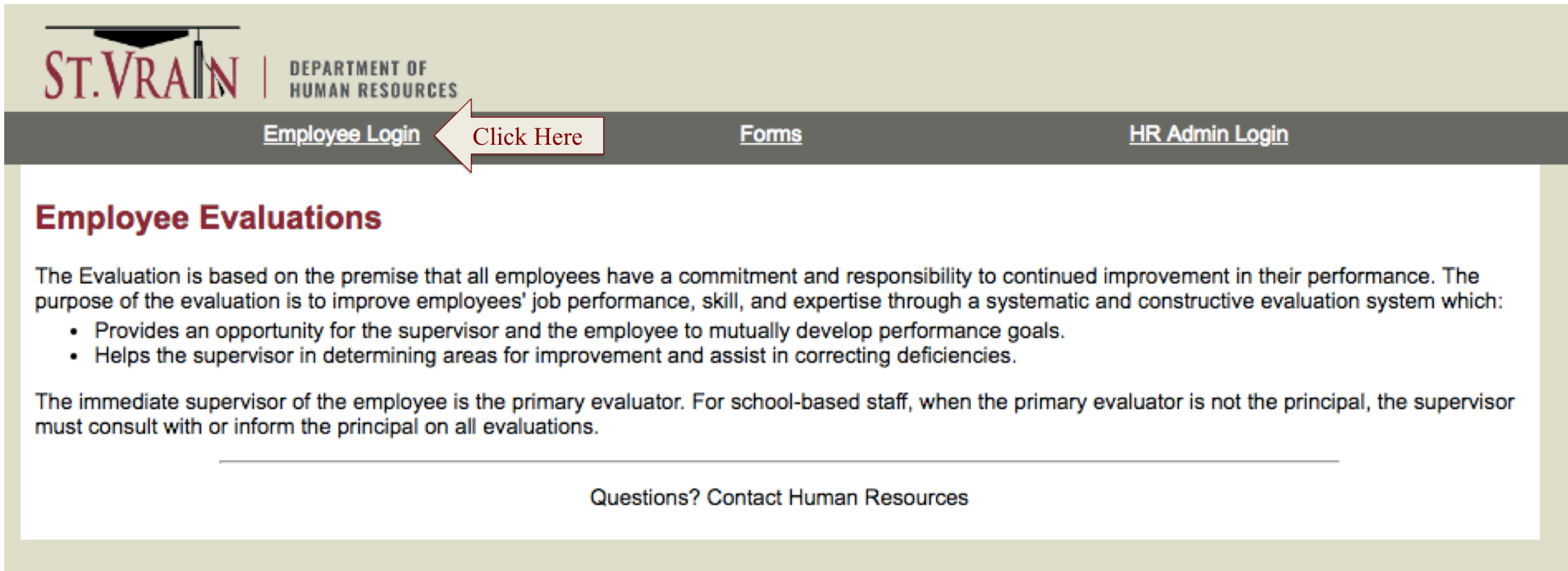
Human Resources

Login Process – Evaluators and Teachers

All staff access to the Online Evaluation Management System

- Direct Link: <https://workflow.stvrain.k12.co.us/Employee-Evaluations/>
- Or access system by following these steps:
 - Go to <http://www.svvsd.org/>
 - On the right side under “Employees” select “Human Resources”
 - On the right side under “Quick Links” select “Evaluations”
 - Under Certified Evaluations select “Click here to Access the Certified Evaluation
 - Teachers select “Employee Login” and Evaluators select “HR Admin Login” (see screen shot on next slide)
 - Enter your SVVSD User Name and Password

Login Process – Evaluators and Teachers



The screenshot shows the St. Vrain Department of Human Resources website. At the top, there is a header with the St. Vrain logo and the text "DEPARTMENT OF HUMAN RESOURCES". Below the header, there is a navigation bar with three links: "Employee Login", "Forms", and "HR Admin Login". A red arrow points to the "Employee Login" link. Below the navigation bar, the main content area is titled "Employee Evaluations". It contains a paragraph explaining the purpose of the evaluation and a bulleted list of two points. Below the list, there is another paragraph explaining the role of the supervisor. At the bottom of the main content area, there is a line of text that reads "Questions? Contact Human Resources".

ST.VRAIN | DEPARTMENT OF HUMAN RESOURCES

[Employee Login](#) [Click Here](#) [Forms](#) [HR Admin Login](#)

Employee Evaluations

The Evaluation is based on the premise that all employees have a commitment and responsibility to continued improvement in their performance. The purpose of the evaluation is to improve employees' job performance, skill, and expertise through a systematic and constructive evaluation system which:

- Provides an opportunity for the supervisor and the employee to mutually develop performance goals.
- Helps the supervisor in determining areas for improvement and assist in correcting deficiencies.

The immediate supervisor of the employee is the primary evaluator. For school-based staff, when the primary evaluator is not the principal, the supervisor must consult with or inform the principal on all evaluations.

Questions? Contact Human Resources

Alternative Options

Timeline & Work Flow

Evaluation Timeline

- By September 15
 - Meeting with all certified staff to review evaluation process, evaluation types, timeline, steps and online management system.
 - Building Principal completes Initial Evaluation Set-up to assign evaluators.
- By October 15
 - Teacher submits request for Alternative Option process.
 - Evaluator completes Initial Evaluation Set-up to assign evaluation type.
 - Teacher submits proposed Professional Growth/MSL Plan for evaluator review.
- By October 31
 - Evaluator approves Professional Growth Goals/MSL Plan.
- By January 31
 - Mid-Year Review meeting is held.
 - Mid-Year Summary/Reflection submitted to evaluator by teachers using Alternative Options process.
- By May 15
 - Final Professional Growth/MSL Plan results submitted to evaluator by teacher.
 - Final End of Year Review Report completed and shared by evaluator.
 - Final End of Year Summary/Reflection based on individual Alternative Option requirements complete and shared by teacher.

Online Management System Work Flow

Step	Work Flow Action	Responsible Party	Date Due
1	Evaluation Set-up – assigning evaluators	Evaluator	by September 15
2	Evaluation Set-up – assigning evaluation type	Evaluator	by October 15
3	Professional Development Plan/MSL Goals – submitted	Teacher	by October 15
4	Professional Development Plan/MSL Goals – accepted & finalization	Evaluator	by October 31
5	Mid-year Reflection or Summary of Goals/MSLs – prepared & shared	Teacher	by January 31
6	Mid-year Review Meeting – scheduled & held	Evaluator	by January 31
7	Acknowledgement of Mid-year Review Meeting	Teacher	by January 31
8	Finalize Professional Development Plan/MSL Goals Results	Teacher	by May 15
9	Final End of Year Report – completed & shared	Evaluator	by May 15
10	Acknowledgement of Final End of Year Report	Teacher	by May 15
11	Employee Response to Final End of Year Report Meeting (optional)	Teacher	by May 15
12	Final Acknowledgement of Completion	Supervisor	by June 30

Setting Professional Growth Goals/MSLs

- Professional Growth/MSL Plan – staff being evaluated using the Alternative Options process shall include four professional growth goals:
 - Goal 1 – Professional Practice from Standards or Elements on SVVSD Rubric as determined by the evaluator.
 - Goal 2 – Professional Practice from Standards or Elements on SVVSD Rubric as determined by the teacher.
 - Goal 3 – Collective Measure of Student Learning as mutually determined by evaluator and teacher.
 - Goal 4 – Individual or Collective Measure of Student Learning as mutually determined by evaluator and teacher.
- Following evaluator assigning evaluation type, the teacher will receive an email indicating action is needed in the Online Evaluation Management System.
- Teacher must login to the Online Evaluation Management System to begin goal entry.
- **Deadline for submitting of Professional Growth Goals/MSLs is October 15th.**

Entering Goals/MSLs (teacher)

Personal Evaluations of (teacher name)

Show 10 entries

Eval Period	Status	Position	Department	Assigned To	Action
FY1819	Goal Entry	Teacher (Certified Rubric)		Yd	Select Edit

Showing 1 to 1 of 1 entries

Previous 1 Next

Staff Evaluations by (teacher name)

Showing evaluations for: FY1819 Selected Evals: Go

Show 10 entries

Last Name	First Name	Type	Position	Status	Assigned To	Score/Rating	Action
No data available in table							

Showing 0 to 0 of 0 entries

Previous Next

* indicates an improvement plan exists for this employee

Questions? Contact Human Resources

Alternative Option Professional Growth/MSL Plan

* Carry-Over Score: ☐ Highly Effective ☐ Effective ☐ Select Carry-over Score

* Evaluation Option: ☐ Option 1 (Observations and Walk-through) ☐ Option 2 (Self Reflection) ☐ Option 3 (Peer Observer) ☐ Select Alternative Option

Actions: Delete Evaluation Cancel Save Draft Select Submit

After login to the Online Evaluation Management System, Select “Edit” in the “Personal Evaluation of(teacher name)” section.

- When the Continuing Evaluation page opens, scroll down to the Alternative Option Professional Growth/MSL section.
 - Select your carry-over score from the previous year evaluation final report.
 - Select the Alternative Option to be used in the current year evaluation.
- Continue to scroll down and complete four Goals/MSLs as indicated.
 - Any field that contains a (*) must be filled in. You will not be allowed to move forward if not completed.
- When all four Goals/MSLs are complete, select “Submit” at the bottom of the page. Must be submitted by October 15th.

Goals/MSLs Acceptance & Finalization

- The Evaluator will receive an email that there is an action needing their attention in the Online Evaluation Management System.
- The Evaluator will need to login to the Online Evaluation Management System.
- Any staff evaluation that is ready for Goals/MSLs review for acceptance and finalization will have an “Act” link on the right-hand side of the listing.
- Select “Act” to review, change (if needed) and click submit to accept and finalize employee Professional Development Goals/MSLs.
 - *If evaluator determines changes are necessary they should have a discussion with the teacher before submitting for acceptance/finalization.*
- **Deadline for acceptance and finalization of Teacher Goals/MSLs is October 31st.**

Accepting Goals/MSLs (evaluator)

- After login to the Online Evaluation Management System, Select “Act” in the “Staff Evaluation by (evaluator name)” section for teacher with “Certified Alternative” type.
- When the Continuing Evaluation page opens, scroll down and review all four Goals/MSLs.
- When all four Goals/MSLs are ready for acceptance and finalization, select “Submit” at the bottom of the page.
- **Must be accepted and finalized by October 31st.**

Staff Evaluations by (your name)

Showing evaluations for: FY18/19 Selected Evals: Go

Show entries Search:

<input type="checkbox"/>	Last Name	First Name	Type	Position	Status	Assigned To	Score/Rating	Action
<input type="checkbox"/>	Teacher Name		Certified	Teacher Science	Not Started	You		Start
<input type="checkbox"/>	Teacher Name		Certified	Teacher	Not Started	You		Start
<input type="checkbox"/>	Teacher Name		Certified	Teachee	Not Started	You		Start
<input type="checkbox"/>	Teacher Name		Certified	Teacher	Not Started	You		Start
<input type="checkbox"/>	Teacher Name		Certified	Teacher	Not Started	You		Start
<input type="checkbox"/>	Teacher Name		Certified Alternative Teacher		Goals Approval	You		Select Act
<input type="checkbox"/>	Teacher Name		Certified Rubric Teacher		Goals Approval	You		Act
<input type="checkbox"/>	Teacher Name		Certified Rubric Teacher		Goal Entry	You		View
<input type="checkbox"/>	Teacher Name		Certified Rubric Teacher		EOY In Progress	You		Edit
<input type="checkbox"/>	Teacher Name		Classified Instructional Para		Not Started	You		Start

Continuing Evaluation

Teacher:

Teacher's Continuing Evaluation of the Year (Please use the following link to view the evaluation.)

Continuing Evaluation

Teacher's Continuing Evaluation of the Year (Please use the following link to view the evaluation.)

Actions: [Select](#)

Mid-Year Reflection – Teacher

- Teachers on Alternative Option 1 will be prepared to discuss progress on the Professional Development Plan/MSLs Goals with the evaluator at the Mid-Year Review meeting.
- Teachers on Alternative Option 2 and Alternative Option 3 will prepare and upload into the Online Evaluation Management System a Mid-Year Reflection that includes progress on the Professional Development Plan/MSLs Goals to be shared with the evaluator.
 - After login to the Online Evaluation Management System, Select “Edit” in the “Personal Evaluation of (teacher name) section.

Personal Evaluations of (teacher name)

Show entries

Search:

Eval Period	Status	Position	Department	Assigned To	Action
FY1819	Reflection	(assignment) Teacher (Certified Rubric)	School	You	Select Edit

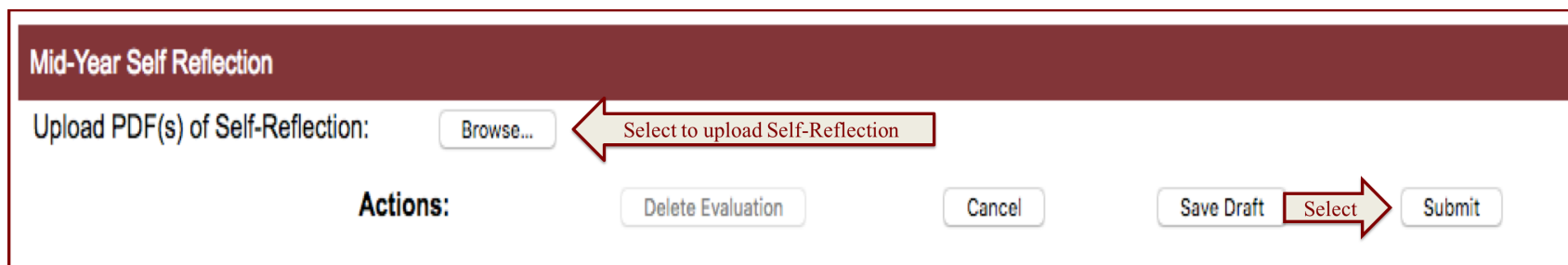
Showing 1 to 1 of 1 entries

Previous Next

- Mid-Year Reflections should be uploaded to the Online Evaluation Management System prior to the Mid-Year Review meeting which must be held by January 31st.**

Uploading Mid-Year Reflection (teacher)

- When the Continuing Evaluation page opens, scroll down to the end of the Goals/MSLs to the “Mid-Year Self Reflection” section.
 - Select the “Browse” tab and upload your Mid-Year Self-Reflection from your files.
 - Select “Submit” to finalize the process and send the Mid-Year Self-Reflection to the evaluator for review.



The screenshot shows a web interface for uploading a Mid-Year Self Reflection. At the top, there is a dark red header bar with the text "Mid-Year Self Reflection" in white. Below this, the text "Upload PDF(s) of Self-Reflection:" is followed by a "Browse..." button. A red arrow points from the "Browse..." button to a red box containing the text "Select to upload Self-Reflection". Below the "Browse..." button, the word "Actions:" is followed by four buttons: "Delete Evaluation", "Cancel", "Save Draft", and "Submit". A red arrow points from the "Save Draft" button to the "Submit" button.

- **Mid-Year Reflections should be uploaded to the Online Evaluation Management System prior to the Mid-Year Review meeting which must be held by January 31st.**

Mid-Year Review Meeting Report (evaluator)

Staff Evaluations by (your name)

Showing evaluations for: FY1819 Selected Evals: Go

Show 10 entries Search:

<input type="checkbox"/>	Last Name	First Name	Type	Position	Status	Assigned To	Score/Rating	Action
<input type="checkbox"/>	Teacher Name		Certified	Teacher Science	Not Started	You		Start
<input type="checkbox"/>	Teacher Name		Certified	Teacher	Not Started	You		Start
<input type="checkbox"/>	Teacher Name		Certified	Teacher	Not Started	You		Start
<input type="checkbox"/>	Teacher Name		Certified	Teacher	Not Started	You		Start
<input type="checkbox"/>	Teacher Name		Certified	Teacher	Not Started	You		Start
	Teacher Name		Certified Rubric Teacher		Goals Approval	You		Act
	Teacher Name		Certified Rubric Teacher		Goals Approval	You		Act
	Teacher Name		Certified Rubric Teacher		Goal Entry	You		View
	Teacher Name		Certified Alternative Teacher		Mid-Year In Progr...	You		Edit
<input type="checkbox"/>	Teacher Name		Certified Instructional Para		Not Started	You		Start

Mid-Year Review Meeting

* Date of Mid-year Review Meeting: [Enter Date](#)

* Evaluator Documentation of Mid-year Review Meeting:

[Enter Documentation of Meeting](#)

After login to the Online Evaluation Management System, Select “Edit” in the “Staff Evaluation by (evaluator name)” for teachers with Status of “Mid-Year In Progress.”

- When the Continuing Evaluation page opens, scroll down to the bottom of “Goals/MSLs” section to the “Mid-Year Review Meeting” section. Enter the date of the meeting and evaluator documentation of the meeting.
- When completed, select “Submit” at the bottom of the page sending the mid-year meeting to the teacher for review and acknowledgement in the Online Evaluation Management System.
- **Mid-Year Review meetings must be held and acknowledged by the teacher by January 31st.**

Mid-Year Review Acknowledgement (teacher)

- After the evaluator submits the Mid-Year Review meeting, the teacher will receive an email indicating action is needed in the Online Evaluation Management System.
- Teacher must login to the Online Evaluation Management System select “Act” in the “Personal Evaluations of (teacher name)” section to see the Mid-Year Review Report.
- When the review is complete, the teacher will select “Submit” at the bottom of the page and select “OK” on the pop-up window acknowledging review of the information.

Personal Evaluations of (teacher name)

Show entries

Search:

Eval Period	Status	Position	Department	Assigned To	Action
FY1819	Mid-Year Submitted	Teacher (Certified Rubric	School	You	Select Act

Showing 1 to 1 of 1 entries

Previous Next

By submitting, you acknowledge that you have reviewed the information

[Select](#)

- **Deadline for acknowledgement of the Mid-Year Review Report meetings is January 31st.**

Professional Development Plan/MSL Goal Results - Teacher

- Teacher must enter final Professional Development Goals/MSLs results in the Online Evaluation Management System.
- After login to the Online Evaluation Management System, Select “Edit” in the “Personal Evaluation of (teacher name) section.

Personal Evaluations of (teacher name)

Show entries

Search:

Eval Period	Status	Position	Department	Assigned To	Action
FY1819	Goal Results	Teacher (Certified Rubric	School	You	Select Edit

Showing 1 to 1 of 1 entries

Previous Next

- **Deadline for entering Professional Development Plan/MSL Goals Results is May 15.**

Professional Development Plan/MSL Goal Results – Teacher (continued)

- When the Continuing Evaluation page opens, scroll to each Professional Development Goals/MSLs listing and complete the “Supporting Data or Reflection for Alternative Options” section at the end of each Goal/MSL.
 - Goal 1 – Professional Practice from Standards or Elements on SVVSD Rubric as determined by the evaluator.
 - Goal 2 – Professional Practice from Standards or Elements on SVVSD Rubric as determined by the teacher.
 - Goal 3 – Collective Measure of Student Learning as mutually determined by evaluator and teacher.
 - Goal 4 – Individual or Collective Measure of Student Learning as mutually determined by evaluator and teacher.
- **Deadline for submitting Professional Development Goals/MSLs results is May 15.**

Professional Development Plan/MSL Goal Results – Teacher (continued)

- When the “Supporting Data or Reflection for Alternative Options” have been entered for all four Goals/MSLs, scroll to the end of the Goals/MSLs to the “End of Year Self-Reflection” section to upload the Final End of Year Summary/Reflection as required by the Alternative Option.
 - Select the “Browse” tab and upload the updated final End of Year Self-Reflection from your files.
 - Select “Submit” to finalize the process and send the Goals/MSLs results final End of Year Self-Reflection to the evaluator for review.

End of Year Self Reflection

* Upload PDF(s) of Self-Reflection: Select to Upload Self-Reflection

Actions:

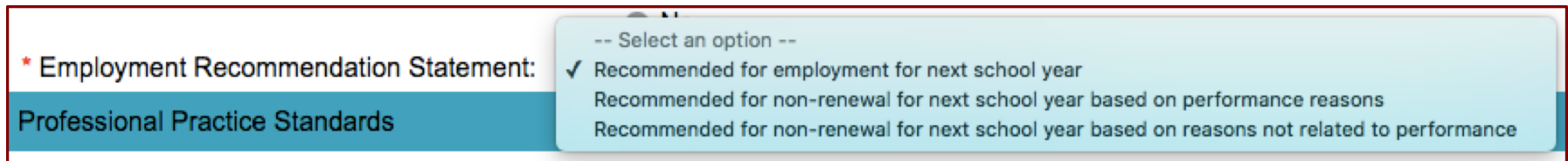
- **Deadline for submitting Professional Development Goals/MSLs results is May 15.**

Final End of Year Review Report Preparation – Evaluator

- The evaluator will prepare an Final End of Year Review Report in the Online Evaluation Management System to be share with the teacher by May 15th.
- The Final End of Year Review Report will include:
 - The evaluator recommendation for employment for the following year
 - Evaluator Summary of Strength, Concerns and Professional Growth Recommendations for teacher in Alternative Option 1. The teacher Final Self-Reflection serves as the Final End of Year Review Report for teaches in Alternative Option 2 and Alternative Option 3.
 - Final evaluator comments (optional).
- **Deadline for submitting the Final End of Year Review Report is May 15th.**

Final End of Year Review Report Preparation – Evaluator (continued)

- The evaluator will log in to Online Evaluation System Management System, Select “Edit” in the “Staff Evaluation by (evaluator name) for teachers with Status of “Final EOY In Progress”.
- When the Continuing Evaluation page opens, scroll down and complete the “Additional Information” section to select the appropriate Employment Recommendation Statement from the drop-down menu.



The screenshot shows a web form with a label “* Employment Recommendation Statement:” and a dropdown menu. The dropdown menu is open, showing three options: “-- Select an option --”, “✓ Recommended for employment for next school year”, “Recommended for non-renewal for next school year based on performance reasons”, and “Recommended for non-renewal for next school year based on reasons not related to performance”. The first option is selected, indicated by a checkmark.

Professional Practice Standards
-- Select an option --
✓ Recommended for employment for next school year
Recommended for non-renewal for next school year based on performance reasons
Recommended for non-renewal for next school year based on reasons not related to performance

- Continue scrolling down to the “Evaluator Summary of Strength, Concerns and Professional Growth Recommendations” and enter the information for teacher in Alternative Option 1.
 - The teacher Final Self-Reflection serves as the Final End of Year Review Report for teachers in Alternative Option 2 and Alternative Option 3.

Final End of Year Review Report Preparation – Evaluator (continued)

- Continue scrolling down to the “Final Evaluator Comments (optional)” section and enter any final comments.

The screenshot shows a web form with two main sections. The first section is titled "Summary of Strengths, Concerns, and Professional Growth Recommendations" and contains a text area for the evaluator to enter comments. The second section is titled "Final Evaluator Comments (optional)" and also contains a text area. At the bottom of the form, there is an "Actions:" section with four buttons: "Delete Evaluation", "Cancel", "Save Draft", and "Submit". Three red arrows point to specific parts of the form: one to the first text area labeled "Enter for Alternative Option 1", one to the second text area labeled "Optional Evaluator Comments", and one to the "Submit" button labeled "Select".

Summary of Strengths, Concerns, and Professional Growth Recommendations

The Licensed Staff Self-Reflection (Options 2 & 3) is considered the summary of strengths, concerns, and progress on professional growth goals. For Option 1, the evaluator must fill out this section

Enter for Alternative Option 1

Final Evaluator Comments (optional)

Any other thoughts or comments?

Optional Evaluator Comments

Actions: Delete Evaluation Cancel Save Draft Submit

Select

- When the Final End of Year Report is complete, select “Submit” at the bottom of the page to send the report to the teacher for review and acknowledgement.
- Deadline for submitting the Final End of Year Review Report is May 15th.**

Final End of Year Review – Teacher

(continued)

- After the evaluator submits the Final End of Year Review Report, the teacher will receive an email indicating action is needed in the Online Evaluation Management System.
- Teacher will login to the Online Evaluation Management System select “Act” in the “Personal Evaluations of (teacher name) section to see the Final End of Year Review Report.
- Following the review and Final End of Year Review Report, the teacher will select “Submit” at the bottom and select “OK” on the pop-up window acknowledging review of the information.
- **Deadline for acknowledging receipt of the Final End of Year Review Report is May 15th.**

Final Acknowledgement of Completion – Evaluation Supervisor

- Following the completion of the evaluation process, the Evaluation Supervisor shall review and provide final acknowledgement of completion using the Online Evaluation Management System.
- The Evaluation Supervisor will receive an email that there is an action needing their attention in the Online Evaluation Management System.
- The evaluation supervisor will log in to Online Evaluation System Management System, Select “Acknowledge” in the “Staff Evaluation by (evaluation supervisor name) for teachers with Status of “Final Acknowledgement”.
- After review of the evaluation, the evaluation supervisor will select “Submit” at the bottom of the evaluation report to acknowledge completion of the evaluation process.
- **Deadline for Final Acknowledgement of Completion by evaluation supervisors is June 30th.**