

Certified Evaluation

Initial Set-up by Evaluators

Assigning Evaluators & Evaluation Type

Assigning Evaluators – Step 1

Building principals are assigned as the primary evaluation account manager for all building staff by default.

Assigning evaluators to all staff is an initial set-up responsibility and must be completed by September 15th.

- Step 1 – Principals will login to the Online Evaluation Management System to assign specific evaluators to identified building staff using the following process:
 1. Select teachers to be assigned to an evaluator (multiple teachers may be selected at one time for the same evaluator).
 2. At the “Select Evals” box, select “Assign” and click on “Go”.
- When the new window opens, proceed to Step 2.

Assigning Evaluators – Step 2

- Step 2 – When the dialogue box (pop-up window) appears, type in the name of the evaluator to be assigned in the appropriate box using the District’s “last name_first name” format.
- The supervisor of the evaluator is a required field for all staff and must be entered in the appropriate box using the District’s “last name_first name” format.
 - The area assistant superintendent is the supervisor of the evaluator for principals and the principal is the supervisor of evaluator for all other evaluators in their building.
 - Both evaluator and supervisor must be assigned to each employee.
- Select “Submit” once the evaluator and supervisor names are entered.
- Repeat both Step 1 & Step 2 for each evaluator being assigned.
- See screenshots on following slide.

Assigning Evaluators – Screenshots

Step 1

Personal Evaluations of *Your Name*

Show entries

Search:

Eval Period	Status	Position	Department	Assigned To	Action
FY1920	Not Started	<i>Your Position</i>	<i>Your School</i>	<i>Your Evaluator</i>	

Showing 1 to 1 of 1 entries

Staff Evaluations by *Your Name*

Showing evaluations for: Selected Evals Assign

Show entries

Last Name	First Name	Type	Position	Status	Assigned To	Score/Rating	Action
<input type="checkbox"/>	<i>Employee Name</i>	Certified	Asst Principal - Middle	Not Started	You		Start
<input checked="" type="checkbox"/>	<i>Employee Name</i>	Certified	Math Teacher	Not Started	You		Start
<input type="checkbox"/>	<i>Employee Name</i>	Classified	Health Clerk	Not Started	You		Start
<input checked="" type="checkbox"/>	<i>Employee Name</i>	Certified	Science Teacher, Health Tea...	Not Started	You		Start
<input type="checkbox"/>	<i>Employee Name</i>	Classified	Clerk - Attendance	Not Started	You		Start
<input type="checkbox"/>	<i>Employee Name</i>	Certified	Language Arts Teacher	Not Started	You		Start
<input type="checkbox"/>	<i>Employee Name</i>	Certified	Counselor	Not Started	You		Start
<input checked="" type="checkbox"/>	<i>Employee Name</i>	Certified	Math Teacher	Not Started	You		Start
<input type="checkbox"/>	<i>Employee Name</i>	Certified	Physical Education Teacher,...	Not Started	You		Start
<input type="checkbox"/>	<i>Employee Name</i>	Certified	Language Arts Teacher, Soc...	Not Started	You		Start

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Previous 2 3 4 5 Next

* indicates an improvement plan exists for this employee

Questions? Contact Human Resources

Step 2

Assign Evaluations

Only evaluations that have the status "Not Started" can be assigned from here.

For all eval types:

Evaluator (required):

If assigning Certified evals:

Supervisor of evaluator (required):

If assigning Classified/APT evals:

First Reviewer (optional):

Final reviewer (optional):

Assigning Evaluations – Step 1

Principal or other assigned building evaluators work with staff members they evaluate to determine which evaluation option will be used and assigned.

- **Certified Rubric**
- **SSP Rubric** (for Specialized Service Professionals only)
- **Coach/Mentor Rubric** (for any full-time teachers in a teaching role, such as: coaches/mentors, curriculum specialists, clinical professors & other professional development positions)
- **Alternative Options** (Certified Staff)

The evaluation type must be determined by October 15th.

- Step 1 – After login to the Online Evaluation Management System the evaluator will select “Start” on the line of the specific teacher to be assigned an evaluation option.
- When the new window opens, proceed to Step 2.

Assigning Evaluations – Step 2

- Step 2 – When the new window appears, the evaluator will select the type of evaluation to be assigned to the individual staff member and select the appropriate Employment Status.
- Add evaluator and evaluator supervisor name, if not auto filled.
- After the assigning the evaluation type and employment status, select “Submit to Next Step” which submits the evaluation to the next step in the evaluation work.
- Repeat for each staff member.
- See screenshots on following slide.

Assigning Evaluations – Screenshots

Step 1

Personal Evaluations of *Your Name*

Show entries

Search:

Eval Period	Status	Position	Department	Assigned To	Action
FY1920	Not Started	<i>Your Position</i>	<i>Your School</i>	<i>Your Evaluator</i>	

Showing 1 to 1 of 1 entries

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Staff Evaluations by *Your Name*

Showing evaluations for: Selected Evals:

Show entries

Search:

Last Name	First Name	Type	Position	Status	Assigned To	Score/Rating	Action
<i>Teacher Name</i>		Certified	Asst Principal - Middle	Not Started	You		Start
<i>Teacher Name</i>		Certified	Math Teacher	Not Started	You		Start
<i>Teacher Name</i>		Classified	Health Clerk	Not Started	You		Start
<i>Teacher Name</i>		Certified	Science Teacher, Health Tea...	Not Started	You		Start
<i>Teacher Name</i>		Classified	Clerk - Attendance	Not Started	You		Start
<i>Teacher Name</i>		Certified	Language Arts Teacher	Not Started	You		Start
<i>Teacher Name</i>		Certified	Counselor	Not Started	You		Start
<i>Teacher Name</i>		Certified	Math Teacher	Not Started	You		Start
<i>Teacher Name</i>		Certified	Physical Education Teacher,...	Not Started	You		Start
<i>Teacher Name</i>		Certified	Language Arts Teacher, Soc...	Not Started	You		Start

Showing 1 to 10 of 42 entries

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* indicates an improvement plan exists for this employee

Questions? Contact Human Resources

Step 2

Creating New Evaluation [Back to list](#)

Employee Information

Employee Department/Building:

Employee Name:

Name change?

Employee Position:

Position Type:

Employee ID:

Employee Username:

Department Head:

Department or position change?

Evaluator Name:

Final Reviewer:

More information about evaluation types can be found in the [SVVSD-SVVEA Agreement](#).

* Select the type of evaluation to be completed:

- Certified Rubric (Suggested based on job)
- Alternative Options (Suggested based on job)
 - SSP Rubric
 - Coach/Mentor Rubric
 - Administrator Rubric
 - Administrator Alternative

* Employment Status:

- Probationary
- Non-Probationary

Enter evaluator and evaluator's supervisor.

* Evaluator:

* Supervisor of evaluator:

Questions? Contact Human Resources

