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.

- evaluators to identified building staff using the following process:
 - evaluator).
 - 2. At the "Select Evals" box, select "Assign" and click on "Go".
- When the new window opens, proceed to Step 2.

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Step 1 – Principals will login to the Online Evaluation Management System to assign specific

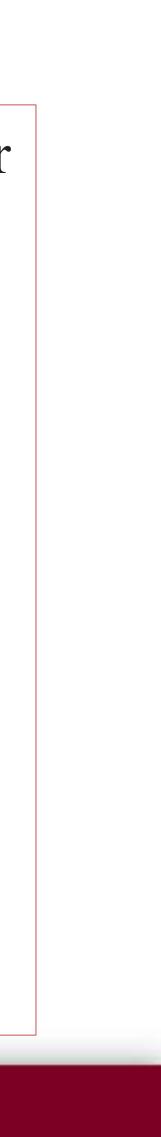
Select teachers to be assigned to an evaluator (multiple teachers may be selected at one time for the same



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.
 - principal is the supervisor of evaluator for all other evaluators in their building.
 - The area assistant superintendent is the supervisor of the evaluator for principals and the 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.

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Assigning Evaluators – Screenshots

Step 1

how 10 + entrie Eval Period			Position A	Department		Assigned
TY1920	Not Started		Your Position	Your School		Your Evalu
howing 1 to 1 of 1	1 entries]	F
Staff Evaluation howing evaluation how 10 \$ entries E Last Nar	es	elected Evals	Acknowledge Assign Go Position	Status 🍦	Assigne	ed To 💧 Sco
	loyee Name	Certified	Asst Principal - Middle	Not Started	You	
Emp	loyee Name	Certified	Math Teacher	Not Started	You	
Emp	loyee Name	Classified	Health Clerk	Not Started	You	
4	loyee Name loyee Name	Classified Certified	Health Clerk Science Teacher, Health Tea		You You	
Emp						
Emp Emp	loyee Name	Certified	Science Teacher, Health Tea	Not Started	You	
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 Emp Emp Emp Emp Emp Emp 	loyee Name loyee Name loyee Name loyee Name loyee Name loyee Name loyee Name	Certified Classified Certified Certified Certified Certified	Science Teacher, Health Tea Clerk - Attendance Language Arts Teacher Counselor Math Teacher Physical Education Teacher,	Not Started Not Started Not Started Not Started Not Started Not Started	You You You You You You	1 2



Step 2

Search:	Assign Evaluations
d To 🔶 Action	Only evaluations that have the status "Not Started" can be assigned from here.
Previous 1 Next	For all eval types:
Search:	Evaluator (required):
ore/Rating + Action	If assigning Certified evals:
Start	Superviser of evolution (required):
Start	Supervisor of evaluator (required):
Start	
Start	If assigning Classified/APT evals:
Start	n ussigning olussineu/Ar i evuls.
Start	First Reviewer (optional):
Start	
<u>Start</u>	
<u>Start</u> 3 4 5 Next	Final reviewer (optional):
	Submit

Assigning Evaluations – Step 1

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

- **Certified Rubric**
- **SSP Rubric** (for Specialized Service Professionals only)
- curriculum specialists, clinical professors & other professional development positions)
- **Alternative Options** (Certified Staff)

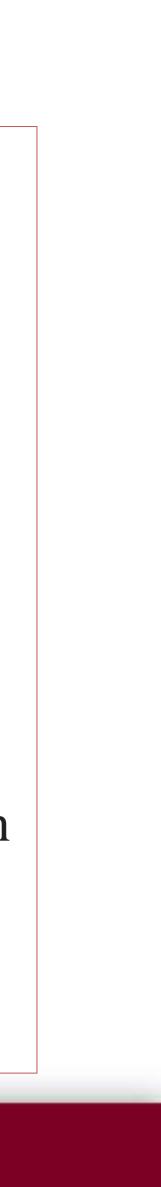
The evaluation type must be determined by October 15th.

- the line of the specific teacher to be assigned an evaluation option.
- When the new window opens, proceed to Step 2.

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Coach/Mentor Rubric (for any full-time teachers in a teaching role, such as: coaches/mentors,

Step 1 – After login to the Online Evaluation Management System the evaluator will select "Start" on



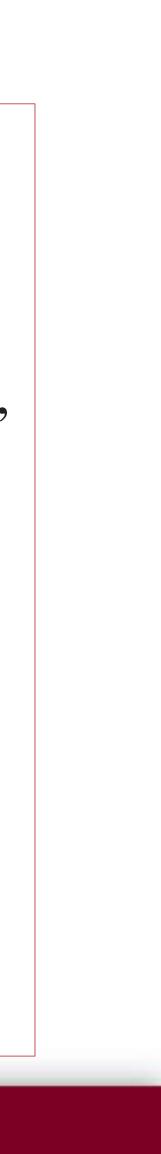
Assigning Evaluations – Step 2

- Add evaluator and evaluator supervisor name, if not auto filled.
- which submits the evaluation to the next step in the evaluation work.
- Repeat for each staff member.
- See screenshots on following slide.



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.

After the assigning the evaluation type and employment status, select "Submit to Next Step"



Assigning Evaluations – Screenshots

Step 1

Personal Evaluations of Your Name							Creating New Evaluation Back to list			
	entries Period Visitus	4	Position	Department		Assig	Search: [ned To	Action	Employee Information Employee Department/Building: Employee Name:	
FY1920	Not Started	Yo	ur Position	Your School		Your Er	valuator		Name change?	Click here to update
Showing	1 to 1 of 1 entries						Previous	1 Next	Employee Position: Position Type: Employee ID:	
Showing	evaluations for: FY1920 +	r <i>Name</i> Selected Evals: [Go G				Search: [Employee Username: Department Head: Department or position change? Evaluator Name: Final Reviewer:	Click here to update
	Last Name A First Nam	ne 🔺 Type	Position	Status	Assigned	d To	Score/Rati	ng Action		Mark as Not Needed
6	Teacher Name	Certified	Asst Principal - Middle	Not Started	You			Start	M	ore information about evaluation types can be found in the <u>SVVSD-SVVEA Agreement</u> .
8	Teacher Name	Certified	Math Teacher	Not Started	You		_	Start		* Select the type of evaluation to be completed:
	Teacher Name	Classified	Health Clerk	Not Started	You			Start		 Certified Rubric (Suggested based on job) Alternative Options (Suggested based on job)
	Teacher Name	Certified	Science Teacher, Health Tea	Not Started	You			Start		SSP Rubric Coach/Mentor Rubric
	Teacher Name	Classified	Clerk - Attendance	Not Started	You			Start		Administrator Rubric Administrator Alternative
	Teacher Name	Certified	Language Arts Teacher	Not Started	You			Start		 Employment Status: Probationary
0	Teacher Name	Certified	Counselor	Not Started	You			Start		Non-Probationary
8	Teacher Name	Certified	Math Teacher	Not Started	You			Start		Enter evaluator and evaluator's supervisor. * Evaluator:
6	Teacher Name	Certified	Physical Education Teacher,	Not Started	You			Start		
8	Teacher Name	Certified	Language Arts Teacher, Soc	Not Started	You			Start		 Supervisor of evaluator:
Showing	1 to 10 of 42 entries			P	revious	1 2	3 4	5 Next		Submit to Next Step
		* indica	ates an improvement plan exists	for this employ	/ee					Cancel and return to list
			Questions? Contact Human Re	sources				- 2		Questions? Contact Human Resources



Step 2