

# District Instructional Leader Evaluation System

## i-Observation Guide End of Year Evaluations



### **INSTRUCTIONAL DISTRICT LEADERS**

Deputy Superintendent Chief of Schools  
Executive Director, Schools Executive  
Director, Student Services/Exceptional  
Student Education Executive Director of  
Teaching, Learning and Leading Executive  
Director of Federal and Special Programs  
Executive Director of Accountability and  
Assessment Director, Alternative  
Education Director, Career & Technical  
Education Director, Elementary  
Curriculum Director of Employee Relations  
Director, Exceptional Student Education  
Director, FDLRS Director, Social and  
Emotional Learning – Grant Funded  
Director of Student Assignment Director,  
Student Services Director, Talent  
Development Coordinator of  
Accountability Coordinator of  
Assessments Coordinator, Curriculum  
Coordinator, Early Childhood PreK-3 (HMH  
Funded) Coordinator, Quality Instruction  
Coordinator, School Renewal  
Coordinator, Title I & Migrant 5  
Administrator on Special Assignment  
in Student Services and OTL

Before the supervisor can complete the evaluation, the supervisor needs to make sure and **conduct an observation** and then **close the DPP**.

## Step One:

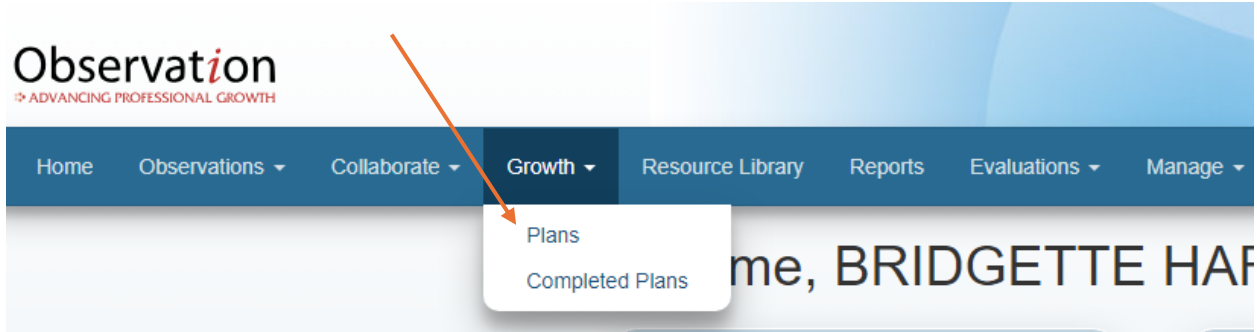
### Quick Start Guide: Observations

#### A. Conduct an Observation

1. Click **Observations**.
2. Click **Conduct**.
3. **Locate** the learner's name in the list.
4. *Optional:* You may reorder, search and/or filter to find the name in the list.
5. Click the **Forms** button.
6. Select a **Form** from the drop-down menu.
7. *Optional:* Set a default form by clicking Select Default Form and choosing a form from the drop-down menu.
8. *Optional:* Once the default is set, skip steps 5-6 by clicking Begin.
9. The **Table of Contents** appears.
10. *Optional:* Change the learner's location using the drop-down menu. If the learner is in only one building, the observer does not need to make a selection.
11. *Optional:* Choose the type of observation, whether or not the observation counts towards evaluation, or update the start date of the observation.  
Note: options will vary by organization and/or form.
12. Click a look-for in the list to begin collecting data.
13. Add data to the form by typing comments, adding information, etc.
14. *Optional:* Add more look-fors by repeating steps 12-13 by either clicking Back to Table of Contents or opening the Form Map.
15. *Optional:* Click Cancel to exit the observation without saving.
16. *Optional:* Click Save and Close to save a draft of the form then return to the Conduct list view.
17. *Optional:* Click Save Draft to save the observation and edit at another time.
18. *Optional:* Send a notification email to the learner.
19. *Optional:* Type an additional message.
20. Click **Finish** to end the observation. Confirm the observation details in the dialog box that appears. Completed observations are not editable.

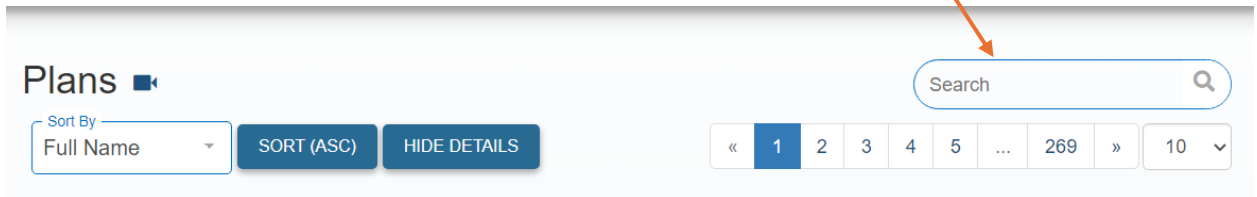
## Step Two: Finish the DPP

**Step One: Go to Growth- then Plans.**



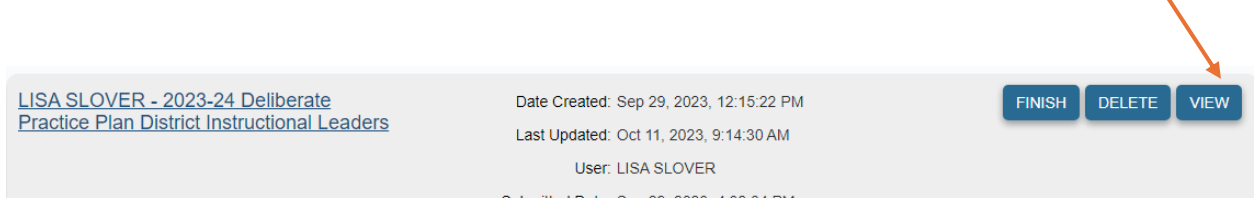
**Step Two:**

**Search for Your Person.**



**Step Three:**

**Click View to see the results and make sure you observed this person's DPP goal.**



If you have observed someone, then their will be a growth plan rating like this:

Element	Start Point	Level Achieved	Growth Plan Rating
St. Lucie Marzano Focused Teacher Evaluation Model			
Helping Students Examine Similarities and Differences	Not Using	Applying	4.0 - Highly Effective
Growth Plan Score: 4.0 - Highly Effective			

If you did not score someone in their target element, it might look like this:

Target Elements:			
Element	Start Point	Final Goal	Current Level
St. Lucie Instructional District Leader Assessment Conference Summary/Proficiency Status Update - Short Form			
Indicator 5.5	Effective	Highly Effective	N/A
Indicator 9.3	Effective	Highly Effective	N/A

You should go back and complete their observation and make sure and score these categories before closing their DPP.

**Step Four:**

**Once you are satisfied you have score the DPP correctly, hit the return arrow to come back to the Plans Page. Click Finish. Now you may proceed to the evaluation.**

<a href="#">LISA SLOVER - 2023-24 Deliberate Practice Plan District Instructional Leaders</a>	Date Created: Sep 29, 2023, 12:15:22 PM	<a href="#">FINISH</a>	<a href="#">DELETE</a>	<a href="#">VIEW</a>
	Last Updated: Apr 1, 2024, 1:24:09 PM			
	User: LISA SLOVER			
	Submitted Date: Sep 29, 2023, 4:38:04 PM			
	Approver: DENISE RODRIGUEZ			
	Approved Date: Oct 11, 2023, 9:14:30 AM			

# iObservation Technical Manual

## How to for District Leader **Evaluations**

### *SUPERVISOR/EVALUATOR AND ADMINISTRATOR*

*For the purpose of this reference guide:*

**SUPERVISOR/EVALUATOR** = *the individual who responsible for evaluating the performance of the Administrator*

**ADMINISTRATOR** = *the individual who is being evaluated*

**SUPERVISOR/EVALUATOR** will schedule the evaluation meeting and follow all the steps provided in the

How to for **District Leader** Observation/Evaluation  
**SUPERVISOR/EVALUATOR AND ADMINISTRATOR**  
*Initial, Mid-Year and End of Year*

#### **SUPERVISOR/EVALUATOR**

##### **Mid-Year or Year End Evaluation meeting:**

1. Click "Finish" on the Mid-Year or Year End Observation conducted in that timeframe to lock in ratings on all indicators and standards.

**NOTE:** *For Year End Evaluation period only, you must not proceed to Evaluations until you "Finish" the Growth Plan to lock in those ratings.*

2. Click on the “Evaluations” tab and select “Evaluate”



3. “Search” or scroll to the desired employee name

Evaluate 



4. When you click on the name, the evaluation will populate and display. For Midpoint Evaluations, only data for Leadership Practice will display. Note that the observation used in the evaluation are also displayed. You will want to ensure that only the observations conducted for the rating period is included. (For mid-year it will be the mid-year observation; for end of year it will be the one observation completed for the end of year) See “Understanding the Evaluation” page for a visual display.

5. As you scroll down through the evaluation you will notice that there is a display of each Standard or Core Practice with a score in each. You will want to ensure that you have rated the administrator in each of the standards or indicators prior to “Finishing” the evaluation.

**Mid-Year Evaluations** will NOT have a Deliberate Practice rating populate and the evaluation will display a “Status Score”. This status score is representative of the current status toward final evaluation and does not factor in to the End of Year evaluation.

**IMPORTANT:**

*For **End of Year Evaluations**, AFTER you “Finish” the Observation that will inform the End of Year Evaluation you **MUST** then “Finish” the Growth Plan **BEFORE** moving on to the Evaluation. If while reviewing the evaluation you do not see a Deliberate Practice Score populated you should leave the evaluation without finishing it, return to the Growth Plan and “Finish” before returning to complete the Evaluation.*

**End of Year Evaluations** will display a Status Score, Deliberate Practice Score and a Leadership Practice Score. The Student Growth measure is not available at the time of End of Year Evaluations and will be applied when it becomes available.

**Leadership Practice Scores** are not Final Scores. Remember that Leadership Practice accounts for 67% of the Final Score. The remaining 33% of the Final Evaluation will come from the District VAM (Student Performance Measure).

6. Continue scrolling. You may wish to include comments on the evaluation. Enter comments and “Save Comment”. Then, continue by clicking the “Sign and Finish” button.

### Overall Evaluation Comments

Comments

**Comments:**

You can make a general comment here about the evaluation or other notes of importance such as:  
Mid Year Evaluation meeting held on February 15, 2017 as a result of technical assistance due to system configuration delays.

[Save Comments](#)

[Save and Finish](#)

7. Click "Select Type" and select Mid Year or Final. You will check the appropriate approval button. At midyear you will click your approval and will only have the option of clicking the acknowledgement for instructional practice score.

The evaluation will be available to the administrator to view. Should you wish to send a message in an email to the administrator you may do so from this view. Be sure to **"Finish"** the Evaluation.

**Select Type:** Mid Year or End of Year

**Click Acknowledgements**

**Include optional comments**



**Don't Forget to "Save"**

8. The **Administrator** will need to acknowledge the evaluation. When the **Administrator** logs into their account and selects "Evaluations" they will select the current evaluation and click on their name or the view button. Notice that an alert is present which tells the teacher that an evaluation is "finished and needs their attention."

### My Evaluations

Search  [Clear Search](#)

Evaluator Full Name

 <a href="#">Practice Teacher1</a> <b>New</b>	Evaluation Category: 1.1 Date Viewed by Learner: Not Viewed	<input type="button" value="View"/>
 <a href="#">Practice Teacher1</a> <b>Finished</b> <b>Needs Attention</b> <b>New</b>	Evaluator: PATRICIA GALLOWAY Evaluation Category: 1.1 Evaluation Type: Midpoint Date Submitted: Jan 19, 2017 5:56:07 AM Date Acknowledged: Not yet acknowledged Date Viewed by Learner: Not Viewed	<input type="button" value="View"/>

9. The **Administrator** will click on the acknowledgements and may choose to insert a comment prior to saving.

### Approval and Notifications

#### Signatures **Needs Attention**

**PATRICIA GALLOWAY's additional message in notification email:**  
Evaluation meeting scheduled for day, date and time. Please meet in my office to discuss.

This evaluation was finished by PATRICIA GALLOWAY on Jan 19, 2017 5:56:07 AM.

I, Practice Teacher1, acknowledge these evaluation results.

#### Additional Acknowledgment

The Decision to Practice Plan rating can be acknowledged once it becomes available.

I, Practice Teacher1, acknowledge receiving the Instructional Practice rating **2.24 - Emerging**.

PATRICIA GALLOWAY acknowledged the Instructional Practice rating on Jan 19, 2017 5:56:07 AM.

The Student Growth rating can be acknowledged once it becomes available.

The Final Score rating can be acknowledged once it becomes available.

#### Practice Teacher1's comments:

Thank you for the opportunity to work at this excellent school. I am learning so much as a new teacher and feel confident that with your guidance I will be an effective teacher by year end. I appreciate the feedback that you have provided to help me grow in my new profession.

10. The evaluation is now completed.



# UNDERSTANDING THE EVALUATION

**Evaluation for Practice ODL in Progress**

The evaluation score has opened successfully.

Learning Objectives: Practice ODL - District Operational  
 Observation Period: Aug 15, 2018 to Feb 15, 2019 America'sReady.com  
 Learner ID: 667101  
 Building: HUMAN RESOURCES

**Final Score: N/A**

**Leadership Practice Score** (Weight: 67.0%)  
 Score: 2.8 (Highly Effective)  
 Standard Score: N/A

**Observations used in the Evaluation**

Index	Manually Added	Obs. Type	Type	Priority	Form	Observer
1	Yes	Stand	FOR	Sec 2, 2018	St. Lucie Operations District Leader Evaluation System	BARBARA BRADY

**Final Score Scale** (Range: 0.0 - 3.0)

Label	Highly Effective	Effective	Developing	Unsatisfactory
Details	2.5 - 3.0	1.5 - 2.49	0.5 - 1.49	0.0 - 0.49

**Leadership Practice: 2.8 - Highly Effective**

**Leadership Practice Score** (Weight: 67.0%)  
 Label: Highly Effective  
 Details: 2.5 - 3.0

**Standard Score: 2.75** (Weight: 33.0%)  
 Label: Highly Effective  
 Details: 2.5 - 3.0

**Standard Score Scale** (Range: 0.0 - 3.0)

Label	Highly Effective	Effective	Developing	Unsatisfactory
Details	2.5 - 3.0	1.5 - 2.49	0.5 - 1.49	0.0 - 0.49

**St. Lucie Operations District Leader Evaluation System**

Score: 0.0000 (Weight: 100.0%)

Learning Area	Count	Average Score	Weight	Weighted Score
Leadership in Assigned Area of Responsibility *	1	2.0	N/A	0.0
Managing the Work Environment in Assigned Area of Responsibility *	1	2.0	N/A	0.0
Productivity/Accountability *	1	2.0	N/A	0.0
Communication *	1	2.0	N/A	0.0
Decision Making Strategies *	1	2.0	N/A	0.0
Technology *	1	2.0	N/A	0.0
Human Resource Development *	1	2.0	N/A	0.0
Global Leadership *	1	2.0	N/A	0.0
Change *	1	2.0	N/A	0.0
Team *	1	2.0	N/A	0.0
Community and Stakeholder Partnership *	1	2.0	N/A	0.0
Diversity *	1	2.0	N/A	0.0
Quality Support Services to Schools *	1	2.0	N/A	0.0

At Mid-Year, Leadership Practice will populate at the bottom arrow. For End of Year, Leadership Practice will populate in both locations. The top arrow location will not populate at Mid-Year as the Growth Plan is only finished at End of Year.

One Observation will populate and it will be the one conducted immediately prior to conducting the Evaluation

**IMPORTANT YEAR END NOTE:** Deliberate Practice will ONLY populate at END OF YEAR. In order for DPP to populate EVALUATOR MUST click "Finish" on the Growth Plan AFTER clicking "Finish" on the Observation AND BEFORE conducting the Evaluation

Ratings from the Observation will populate here when conducting the Mid-Year and the End of Year Evaluation



