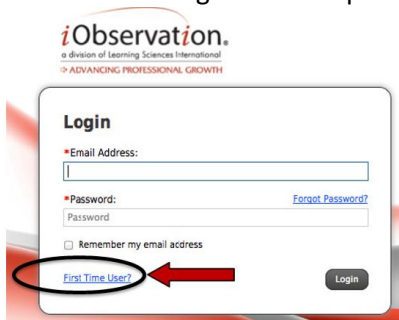


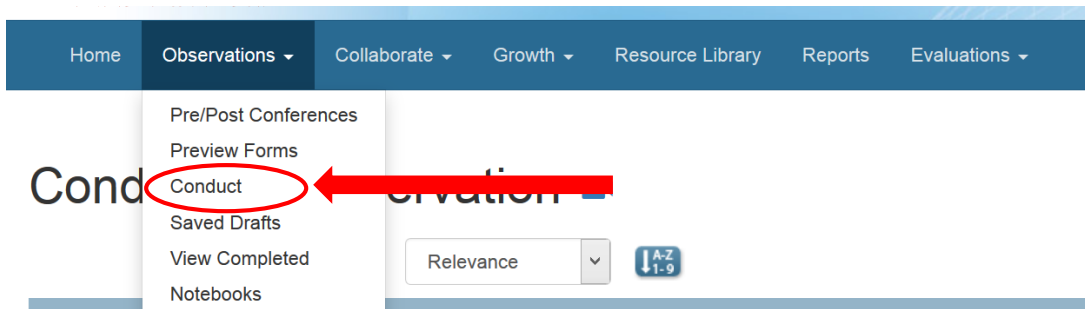
Getting Started with NCT Evaluations

Administrator Instructions

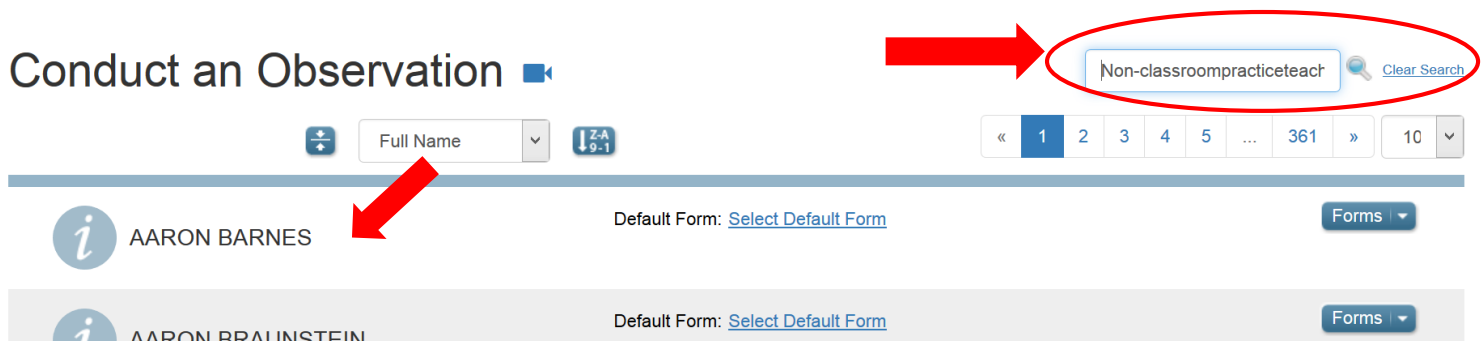
1. NCTs Log into iObservation using any browser. Enter **EffectiveEducators.com** into the address bar. Use your St. Lucie Schools email address to log-in and the password you set up when you established your account.



2. From your iObservation home page, hover your cursor over the “**Observations**” tab and select “**Conduct**”.



3. From the “Conduct an Observation” page you can **choose** the employee name or **search** the employee.



4. Click on “Begin”.

Conduct an Observation

non-classroompracticeteach

Relevance

« » 10

Non-Classroom Practice Teacher

Default Form: Non-Classroom Teacher Form (NCT)
[Change Default Form](#)

Saved Drafts: [3 Saved Drafts](#)

5. You will see the Non-Classroom Teacher Evaluation form. You can change forms on the prior page if necessary.

Non-Classroom Teacher Form (NCT)

Florida Department of Education

Key

Domain A: Data-Based Decision Making and Evaluation of Practices

- A-1. Collects and uses data to develop and implement interventions within a problem-solving framework.
- A-2. Analyzes multiple sources of qualitative and quantitative data to inform decision making.
- A-3. Uses data to monitor student progress (academic, social/emotional/behavioral) and health and evaluate the effectiveness of services on student achievement.
- A-4. Shares student performance data in a relevant and understandable way with students, parents, and administrators.

Domain B: Instruction/Intervention Planning and Design

- B-1. Uses a collaborative problem-solving framework as the basis for identification and planning for academic, behavioral, and health interventions and supports.
- B-2. Plans and designs instruction/intervention based on data and aligns efforts with the school and district improvement plans and state and federal mandates.
- B-3. Applies evidence-based research and best practices to improve instruction/interventions.
- B-4. Develops intervention support plans that help the student, family, or other community agencies and systems of support to reach a desired goal.
- B-5. Engages parents and community partners in the planning and design of instruction/interventions.

Domain C: Instruction/Intervention Delivery and Facilitation

- C-1. Collaborates with school-based and district-level teams to develop and maintain a multi-tiered continuum of services (MTSS) to support the academic, social, emotional, and behavioral success and health of all students.
- C-2. Consults and collaborates at the individual, family, group, and systems levels to implement effective instruction and intervention services.
- C-3. Implements evidence-based practices within a multi-tiered framework.
- C-4. Identifies, provides, and/or refers for supports designed to help students overcome barriers that impede learning.
- C-5. Promotes student outcomes related to career and college readiness.
- C-6. Provides relevant information regarding child and adolescent development, barriers to learning, and student risk factors.

Domain D: Learning Environment

- D-1. Collaborates with teachers and

Domain E: Professional Learning, Responsibility, and Ethical Practice

P Galloway – Human Resources
September 2016

6. You will want to click “Formal” for the type of observation. You will not click on any indicators; simply click on the “Save and Close” button on the top right of the screen.

Location: ACCOUNTING/PAYROLL Current Status: Online

Type: Formal Informal

Evaluation: Results count towards annual evaluation

Non-Classroom Teacher Form (NCT)

Key Print

Cancel Save and Close Save Draft Finish

Select “Type of Evaluation”
Suggest: **Formal**

Don't forget to
Save and Close


7. You will be directed to the “**Saved Drafts**” page where you will activate sharing and collaboration with the teacher by clicking on the “**Share**” button.

Saved Drafts

The observation was updated successfully

Search [Clear Search](#)

Last Updated

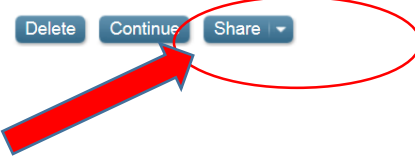
 Non-Classroom Practice Teacher

Form Name: Non-Classroom Teacher Form (NCT)


Date Started: Sep 14, 2016 10:51:37 AM

Last Updated: Sep 14, 2016 11:10:50 AM

Type: Standard



8. When you click on the “**Share**” button you will see a drop down menu where you will click on “**Share with (teacher name)**” --the teacher’s name will be visible--In this example, my teacher’s name is Non-Classroom Practice Teacher. This is a toggle which when shared will read “*Unshare with (teacher name)*”. Then click on “**Collaborate with (teacher name)**”. This button works as a toggle as well and will read “*Uncollaborate with (teacher name)*”. Notice that there is an “**Add others**” button. You may wish to add other evaluating Administrators on your team so they may also view the evaluation goals and plan. This is an important step in the NCT Observation/Evaluation Process which allows both you and the NCT to view the Indicator Goals created in Each Domain.

 Non-Classroom Practice Teacher

Form Name: Non-Classroom Teacher Form (NCT)

Date Started: Sep 14, 2016 10:50:10 AM

Last Updated: Sep 14, 2016 10:50:11 AM


Type: Standard

Share with Non-Classroom Practice Teacher

Collaborate with Non-Classroom Practice Teacher

Add others

9. You are able to see who you have shared and collaborated with from your menu. In red, you will note the words “**Sharing**” and “**Collaborating**”. In the center you will notice that in this example it was shared with another administrator (Marla Grant) and the teacher (Non-Classroom Practice Teacher). **If you forgot to share and/or collaborate**, you may click the “**Continue**” button. You will be directed to the evaluation form, simply “**save and close**” and then share and collaborate as in step 8.

 Non-Classroom Practice Teacher Sharing Collaborating



Form Name: Non-Classroom Teacher Form (NCT)

Date Started: Sep 14, 2016 10:51:37 AM

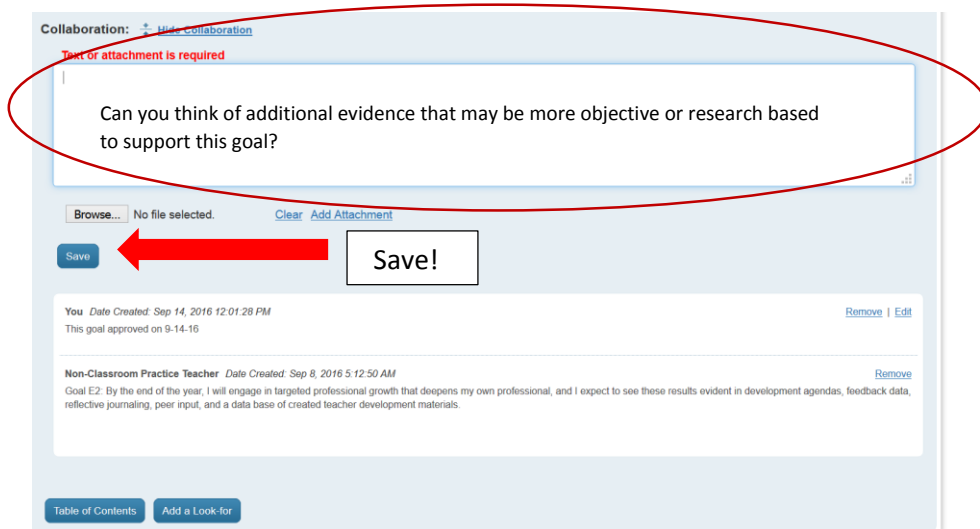
Last Updated: Sep 14, 2016 11:26:20 AM

Type: Standard

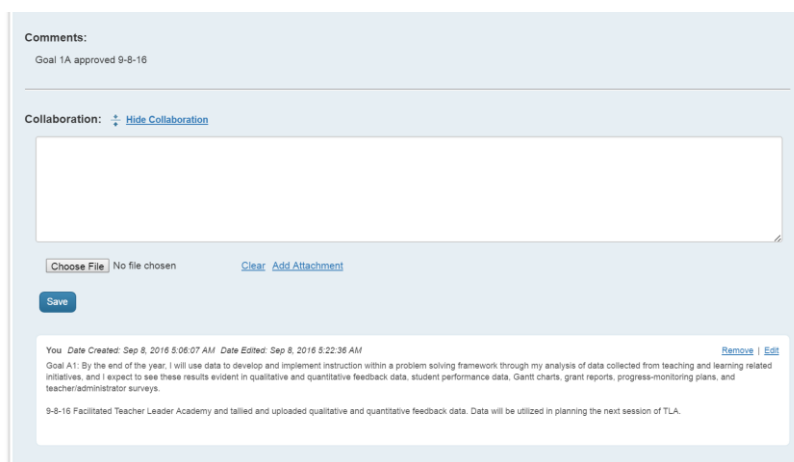
Shared With: MARLA GRANT, Non-Classroom Practice Teacher

10. At this point, you may wish to **send the teacher a meeting invite** which notifies the teacher that you have opened their evaluation and set the date and time for the initial meeting to discuss goals and sources of evidence. You will need to send the meeting invite from your regular email/calendar account.
11. The teacher now has access to create goals and indicate the sources of evidence they plan to present to demonstrate proficiency for each goal. The teacher must select two (2) indicators from each Domain and write at least one goal to support each Indicator. When the teacher clicks “Save and Close” from their evaluation, you will have access to view.
12. The administrator may wish to review the goals and the sources of evidence prior to the initial meeting. If you wish to **make suggestions for changes they can be made in the collaboration** section of a specific indicator. Don’t forget to **SAVE** the Comment.



13. When you meet with the employee you may record notes from the meeting and/or indicate your approval of the goal in the “**comment**” box. Be sure to “**Save**” the comment.



14. All comments and collaboration will be viewable by both the NCT and the administrator.
THE INSTRUCTIONS FOR THE TEACHER ARE ATTACHED SO YOU CAN SEE THEIR PART IN THE PROCESS.