Certified Staff
Online Evaluation Management System Information
2018-19
Evaluation Process for Teachers & Administrators using the Alternative Options
Login Process – Evaluators and Teachers

All staff access to the Online Evaluation Management System

- Direct Link: [https://workflow.stvrain.k12.co.us/Employee-Evaluations/](https://workflow.stvrain.k12.co.us/Employee-Evaluations/)

- Or access system by following these steps:
  - 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

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

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

- **Professional Growth/MSL Plan** – staff being evaluated using the Alternative Options process shall includes 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.**
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 wit “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.
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.

• 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.

• 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.
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.
- 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.

- 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.

- 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 shared 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 teachers 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.

• 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 teaches 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.

- 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.**