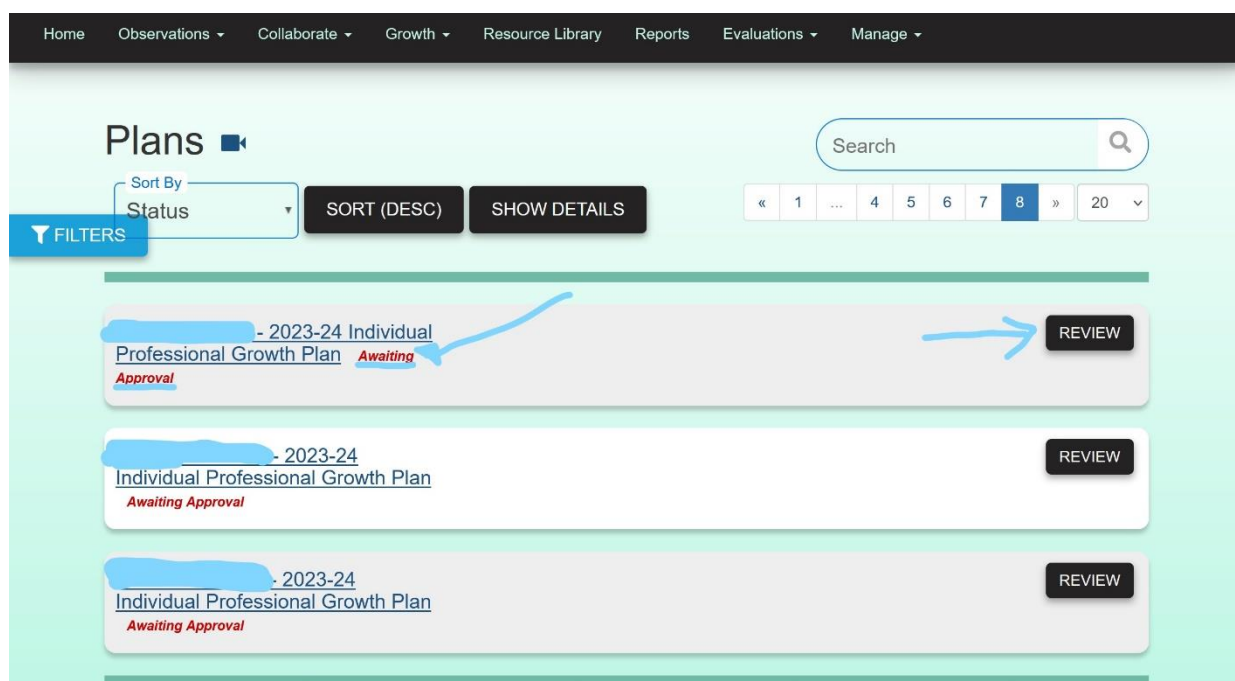


## **DIRECTIONS FOR iObservation OBSERVERS/EVALUATORS** **to close out the school year:**

1. **Check the GROWTH PLANs for your teachers.** If Growth Goals are “Awaiting Approval,” approve them. (They may be moot by this time of year, if not already approved, but go ahead and complete this step.)



2. **Do all final observations and be sure they are “finished.”** Observations can be conducted through the end of the school year, if you wish, but allow time for teachers to complete their item(s), listed below. Click the “Observations” tab on the home screen and navigate to see the status of observations. If any are in draft form, finish them and mark them as complete. If you have not conducted observations, proceed through the rest of these instructions, regardless.
3. **Teachers are urged to complete a “Reflection Log” for their Growth Plan.** It is **STRONGLY SUGGESTED to provide staff meeting time for this step.** It is my understanding that this *may* only be available when there has been an observation.

There are multiple questions to guide “Reflection Log” entries. Teachers may respond to just one of the questions, if they wish. Here is a teacher’s reflection log, as an example:

The screenshot shows a web application interface for reflection logs. At the top is a dark navigation bar with links: Home, Observations, Collaborate, Growth, Resource Library, Reports, Evaluations, and Manage. Below this, the page title is 'Reflection Logs:' followed by a link 'Hide Past Entries'. The main content area displays a reflection log entry titled 'Planning Standards-Based Lessons/Units' dated 'Dec 12, 2023 04:43:28 PM'. The log is divided into four sections with questions and answers:

- What am I learning about the strategy?**  
In working with creating a Unit Plan, I have discovered the need for flexibility based on the finding out the student's knowledge. Students have been far behind. Therefore, the time I have allotted for lessons has not been sufficient.
- How do I need to prepare my lesson differently?**  
I need to continue making adjustments and have a variety of activities for the students to be able to complete. I need to divide the students more and allow more time for work in class.
- When I am using the strategy, what do I feel is working well for me in terms of evidences of improvement in student behavior/learning?**  
I am improving on breaking the learning proficiencies into parts and outlining when to assess each different part of the scale and levels.
- How am I tracking the impact I have on student learning?**  
I am keeping track of the scores on formative assessments. I am communicating with the students on their progress. I have also have more students asking questions.

On the right side of the log entry, there is a summary box titled 'Planning Standards-Based Lessons/Units' with the following details:

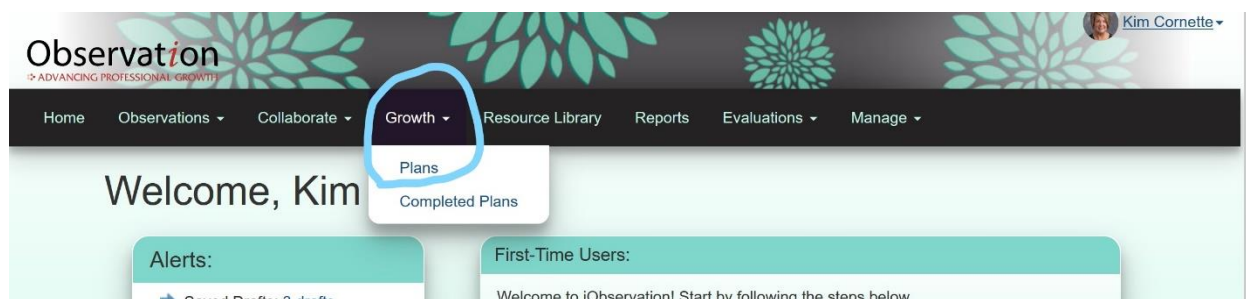
- Created: Dec 12, 2023 04:43:28 PM
- Updated: Dec 12, 2023 04:43:28 PM

A blue 'top' button is located at the bottom right of the log entry.

4. Click “Finish” for Growth Plan (once teachers have added to the “Reflection Log,” if applicable). Note: The “Finish” button will be available *after* mid-May.

This is visible on the evaluator/observer side. Ensure that it is marked as finished.

NOTE: For finishing growth plans, you will want to make sure that all observations have first been marked as finished. Then, for the Growth Plan, the evaluator will want to click the “Finish” button (after mid-May) and then select “Finish and Submit Growth Score.” The evaluator will want to review the plan to ensure all observations have been conducted, if applicable. Note that these may not show here if they weren’t aligned with the teacher’s Growth Plan or if the teacher did not complete a Growth Plan. Our Growth Plans likely do not have “scores” this year. *There is also a video icon on the Plans page that will walk the evaluator through finishing a Growth Plan.*



Observation  
ADVANCING PROFESSIONAL GROWTH

Home Observations Collaborate Growth Resource Library Reports Evaluations Manage

Kim Cornette

Filters Plans

Sort By Status SORT (DESC) SHOW DETAILS

Search

« 1 2 3 4 5 ... 8 » 20

Tanya McCombs - 2023-24  
Individual Professional Growth Plan

Hector Alvarez - 2023-24 Individual  
Professional Growth Plan

Alisha Anderson - 2023-24  
Individual Professional Growth Plan

FINISH VIEW

FINISH VIEW

FINISH VIEW

“FINISH” growth plans *after* May 16.

5. **Complete and close out Summative Evaluations.** (See the steps below.)
  - a. Once all observations are done and marked as finished, you will want to navigate to “Evaluations” and then “Evaluate.”

Observation  
ADVANCING PROFESSIONAL GROWTH

Home Observations Collaborate Growth Resource Library Reports Evaluations Manage

Kim Cornette

Filters Evaluate

Sort By Last Updated SORT (DESC) SHOW DETAILS

Search

« 1 ... 3 4 5 6 7 ... 21 »

Laura Bowlby

UUID: [redacted]@gmail.com

Email Address: [redacted]@gmail.com

VIEW

Brittany Phelan

UUID: [redacted]@mgaes.org

VIEW

- b. Click on “View” to the right of the teacher’s name. From here the evaluation will load. You (normally) can review all observations that were conducted along with the scores for the evaluations, if scores were given.

- c. Scroll down and PLEASE leave overall comments at the bottom for the teacher and click “Save Comment.” This should be a brief summative paragraph. See the examples on the final page.

The screenshot shows a web application interface with a dark blue header containing navigation links: Home, Observations, Collaborate, Growth, Resource Library, Reports, Evaluations, and Manage. Below the header, a white box displays 'Promoting Teacher Leadership and Collaboration' and 'Marzano Focused Teacher Evaluation Model Score: -'. The main content area has a light green background and is titled 'Overall Evaluation Comments'. It features a white comment box with a 'Comment:' label, a large text input area, and a 'Save Comment' button. A 'top' button is visible on the right side of the comment box.

- d. **Notify the teacher to review your comments and add his/her response**, if desired. The teacher will click Evaluations / My Evaluations and type his/her Overall Evaluation Comments. **It is suggested to give a due date or deadline for this. Consider providing staff meeting time to complete comments.**

**NOTE:** It is NOT REQUIRED for the teacher to add a response IF he or she submitted a Growth Plan and added Reflection comments to the Growth Plan. Otherwise, this IS expected.

This screenshot is similar to the previous one but includes a blue arrow pointing to the 'My Evaluations' link in the 'Evaluations' dropdown menu. The 'Overall Evaluation Comments' section is visible, showing a comment box and a 'Save Comment' button. Below the comment box, there are two sample comments: one from 'You' dated May 8, 2024, 5:26:49 PM, and another from 'Kim Cornette' dated May 8, 2024, 3:36:02 PM. A 'Remove' link is also present next to the first sample comment.

- e. Finally, in the Evaluation/Evaluate screen and click the “Sign and Finish” button near the top right. From there you are taken to the acknowledgement page where you will lock in the evaluation. *Like the growth plan page, there is also a video icon on the “evaluate” page that will walk you through finishing an evaluation and a quick start guide in the resource library that will walk users through how to finish an evaluation.*

Note that, contrary to former years’ directions, teachers CAN leave a comment after the evaluation is signed and finished.

#### Sample Overall Observer/Principal Comments:

NOTE: *Please comment on progress with the Growth Goal, as applicable.* Observers are also encouraged utilize the RESOURCE LIBRARY in iObservation to access FTEM as it may give direction to response comments.

- a. Mr. Montoya has demonstrated exceptional commitment to professional growth through his active participation in our observation system. He engaged thoroughly in pre- and post-observation conferences, reflecting critically on his instructional practices and student outcomes. Mr. Montoya developed a detailed growth plan, targeting key areas for improvement, specifically *Using Formative Assessment to Track Progress*. His proactive approach in seeking feedback and his willingness to implement new strategies have already resulted in noticeable improvements in student engagement. Mr. Montoya’s dedication to continuous improvement exemplifies the professional standards we strive to uphold.
- b. Mrs. Darla Jones participated in iObservation this year by completing a self-assessment and selecting a growth goal focused on *Identifying Critical Content from the Standards*. She also completed a Reflection Log related to her Growth Goal. Amy is recognized as effective in *Establishing and Acknowledging Adherence to Rules and Procedures*, as evidenced through both informal documented and undocumented observations. She is a calm, steady, and thoughtful presence in the classroom, contributing to a respectful and well-managed learning environment. There is clear evidence of positive student-teacher relationships, and her classroom is consistently inviting, with well-established routines and expectations that support student learning and engagement. In the coming school year, Darla’s principal and superintendent are committed to meeting the minimum required number of observations in order to provide her with consistent, guiding feedback for continued professional growth.