

# BrIDGES Reference Guide

## Orientation

*All teachers shall be oriented by September 12, 2016 (or upon employment).*

## iObservation Window

- iObservation will be open for preview beginning August 15, 2016.
- iObservation will be available for evaluative observations from August 25 through May 12, 2017.

## Observations and Meetings

### *Classroom Teachers*

- 35 datamarks (at least 25 in Domain 1 (68%) and at least 10 in Domains 2-4 (32%).
- Observations must include at least 1 formal, 1 informal, and 1 walkthrough.
- Formal – 30 minutes or more, (12-15 datamarks) \*
- Informal – 15-25 minutes (5-10 datamarks) \*
- Walkthrough – 3-10 minutes (2-3 datamarks) \*

\* Recommended number of datamarks observed may be less when observing for the dominant element

### *Non-Classroom Teachers*

- 30 datamarks (at least 20 in Domain 1 (68%) and at least 10 in Domains 2-4 (32%).
- Observations must include at least 2 meetings and/or observations (2 meetings, 2 formals, or 1 meeting and 1 formal observation).
- The 1 formal, 1 informal, and 1 walkthrough (**DOES NOT** apply to non-classroom teachers).

### *Probationary Teachers*

- Classroom Teachers - at least 2 formals, 1 informal, and 1 walkthrough (1 formal per semester).
- Non-Classroom Teachers - at least 2 observations or 2 meetings or 1 observation & 1 meeting (1 per semester).

## Probationary Educators

*(See Evaluation Timeline for additional details)*

- If hired on/before November 15, 2016, the teacher will receive the first evaluation at the end of the first semester (January 13, 2017).
- If hired after November 15, 2016, the teacher will receive the first evaluation at the end of the year (the same as all non-probationary teachers).
- If hired last school year (after November 15, 2015) and renewed in 2016-2017, the teacher must receive their second evaluation on/before November 15, 2016.
- If hired after the 99th school day (after January 20, 2017), the teacher will receive the first evaluation at the end of the year (PDF Probationary Evaluation). They will not receive an overall evaluation as they worked less than the required days.

## Pre-Conferences

- At least one face-to-face pre-conference is provided prior to the first formal observation.
- Observers will notify educators two workdays in advance of the pre-conference date for the first formal observation and provide the date of the formal observation.
- Observers will make every effort to provide a pre-conference for additional formal observations.
- For probationary educators, a face-to-face pre-conference prior to the first formal observation will be provided. All other educators have the option of requesting a face-to-face pre-conference and/or using either one of the planning conference structures interview forms as a means of pre-conferencing.

## Post-Conferences

- A face-to-face post conference will be provided after every formal observation within ten working days of that observation. If a conference is not initiated within ten working days and the case is brought to the Employee Evaluations Department for review within 25 days from the observation date, no harm will be done to the educator.
- Follow up conferences will be granted, at an employee or administrator's request, and the right to union representation at this meeting shall be recognized.
- Observers will make every effort to provide additional post-conferences at the educator's request.
- Summary remarks and comments are highly recommended to facilitate communication in areas of growth.
- Datamarks may be discussed and/or altered during a post-conference.

## Parental Input into BrIDGES

- In accordance with Florida Statute 1012.34, parents must be notified of their right to provide input into the instructional/administrative evaluations.
- Parents may be notified within the first school newsletter or via school's website by September 16, 2016. The school shall keep a copy of notification on file.

## Deliberate Practice (DP)

- Deliberate Practice will be weighted as 5% within the Instructional Practice Score for the 2016-2017 school year.
- Educators will select two elements from within Domain 1 as the focus for Deliberate Practice. A minimum of one element selected will be from identified High Probability Strategies.
- Using data to determine areas for growth, educators will commit to improving throughout the year in the two elements selected. The educator's Self-Assessment rating will not count toward their evaluation.
- Teachers determine their starting rating on each of the two elements. They may rate themselves as Not Using, Beginning, Developing, or Applying so that growth can be measured.
- It is recommended that educators should receive a minimum of three (3) datamarks from administration on each deliberate practice element.

### Deliberate Practice/Growth Plan Dates

- The week of September 16, 2016 – Administrators share the Deliberate Practice Brainshark
- September 26 – November 18, 2016 – Teachers complete Self-Assessment
- November 21 - December 23, 2016 – Teachers complete the Growth Plan
- January 9 – 31, 2017 – Administrators approve the Growth Plan

## Evidences

- Domain 1: Observers shall consider supplemental documentation in support of elements that were rated during the classroom observation and award datamarks accordingly.
- Domain 2-4: Observers shall consider supplemental documentation, evidences, and/or artifacts provided by the educator when assessing an employee's practice and awarding datamarks for these elements.
- Domain 2-4: With regard to the "Innovating" datamark, observers shall consider all opportunities for an educator to be a "recognized leader" inside and outside of the worksite with regard to the specified element. Such leadership opportunities may include, but are not limited to: department heads, team leaders, committee chairs/liaisons, stewards, grade chairs, certified trainers, coaches, mentors, club sponsors, experts (as determined by credible third parties). Administrators should give great consideration to encouraging their staff to act as a "leader" in any/all capacities and acknowledge this leadership.

## Performance Interventions

- After giving a Not Using datamark, administrators shall give feedback to the educator through brief comments, specific actions, and/or summary remarks that promote growth.
- Once an educator receives 5-7 Beginning/Not Using datamarks, administration is encouraged to have an informal discussion with the educator to share recommended strategies for improvement.
- Once an educator receives 8 Beginning/Not Using datamarks, an administrator meets with the educator to discuss the areas of concern, provide assistance, and explain possible consequences if the employee fails to improve.
- Once an educator receives 10 or more Beginning/Not Using datamarks, an average Instructional Practice Score of Needs Improvement or Unsatisfactory, and at least two formal and one additional observation, a Performance Development Plan may be written.
- Administrators will make every effort to allow for a reasonable time for growth between observations.

### DATAMARK WEIGHTS

|            |     |
|------------|-----|
| Innovating | 4   |
| Applying   | 3   |
| Developing | 2.5 |
| Beginning  | 2   |
| Not Using  | 1   |

### INSTRUCTIONAL PRACTICE SCORE RANGES

|                   |             |
|-------------------|-------------|
| Highly Effective  | 3.450-4.000 |
| Effective         | 2.500-3.449 |
| Needs Improvement | 2.000-2.499 |
| Unsatisfactory    | 1.000-1.999 |