



## **Important Changes to the NM Teacher Observation Tool for the 2019-20 SY**

- The Rubric (formerly known as the NMTEACH Observation Tool) has been revised to reduce from 5 Performance Levels to only 4 levels.
- The Rubric Levels include: Innovating, Applying, Developing, and Not Demonstrating.
- Each teacher shall receive a minimum of one observation during this school year. Best Practice does indicate that Level 1 teachers should receive 2 observations. Districts may add additional observations as they deem necessary.
- Each teacher shall receive three walkthroughs that are focused on feedback around the elements and domains of the rubric. These required forms are embedded in the *Interim Feedback & Observation Plan* built into Frontline. Building/District Administrators determine focus areas for walkthroughs.
  - If your district or school has used a specific walkthrough form and you would like to continue to use your form, you are able to do so by uploading the completed form in the space provided at the bottom of the Required Walkthrough Form in Frontline. Please note that you will still need to mark a level of at least one of the rubrics and provide actionable feedback as the data from these forms is summarized on the end of year summary form. **The scores from walkthroughs will NOT be used in the teacher's summative evaluation.**
- Administrators may continue to do additional walkthroughs on the form of their choice utilizing the Ad-Hoc Elements feature of Frontline. However, these do not replace the required Walkthroughs that are represented in the *Interim Feedback & Observation Plan*. You could complete this ad-hoc walkthrough and then save as a pdf file to attach to the required walk-through form. Just remember that you still need to mark a rubric level and provide actionable feedback on the required form as well.
- The *Interim Feedback & Observation Plan* outlined below shows details of the plan and forms that are required to be completed in the Frontline Education Employee Evaluation Management solution.
- You will notice an additional requirement of including actionable feedback as well as timely feedback to teachers. This is to ensure that we are promoting teacher growth and development throughout the feedback processes. It is recommended to give two or three concrete suggestions. An example of actionable feedback might be, "I noticed that only 6 students contributed to the classroom discussion. Have you considered trying one of the following strategies: Think, Pair, Share; Shoulder Partners; or Table Talk?"

## **New Mexico PED – Interim Feedback & Observation Plan for 2019-20 School Year**

*Below is the summary of the new NM Observation Plan broken down by Components and Elements. The items below that have a Check Mark ✓ beside them are required to be completed for the state in Frontline. If an item is required, the state deadline for completion is also listed.*

### **2019-20 M Required Walkthrough – Please complete in first 45 days**

- ✓ **2019-20 NM Domains 2&3 Walkthrough #1** - Due date: Complete within the first 45 days of school (or first 45 days of employment).

### **2019-20 NM Professional Development Plan**

2019-20 Teacher Self-Evaluation

- ✓ **2019-20 Beginning of the Year PDP: Goal Setting** - Due date: Complete within the first 45 days of school (or first 45 days of employment).

2019-20 Mid-Year PDP Review

- ✓ **2019-20 End of the Year PDP Reflection** - Due date: Complete by May 22, 2020.

### **2019-20 NM Required Walkthrough #2**

- ✓ **2019-20 NM Domains 2&3 Walkthrough #2** - Due date: Complete by December 10, 2019.

### **2019-20 NM Required Walkthrough #3**

- ✓ **2019-20 NM Domains 2&3 Walkthrough #3** - Due date: Complete by May 8, 2020.

### **2019-20 NM Professional Responsibilities: Domain 1**

- ✓ **2019-20 Domain 1 Scoring Form** - Due date: Complete by December 10, 2019.

2019-20 Domain 1 Artifact Collection

### **2019-20 NM Domains 2&3 Observation**

2019-20 Pre-Observation Form

- ✓ **2019-20 NM Domains 2&3 Observation** - Due date: Complete by May 8, 2020.

2019-20 NM Post-Observation Reflection Form

### **2019-20 NM Professional Responsibilities: Domain 4**

- ✓ **2019-20 Domain 4 Scoring Form** - Due date: Complete by May 8, 2020.

2019-20 Domain 4 Artifact Collection

### **2019-20 NM End of Year Summary**

2019-20 End of the Year Summary Reflection – by Teacher

- ✓ **2019-20 End of the Year Summary – By Evaluator** - Due date: Complete by May 8, 2020.

***All elements must be finalized in Frontline no later than May 22, 2020 - CLICK THUMBS UP!***

## **2019 -20 NM Interim Feedback & Observation Plan – with NOTES**

*Below is the summary of the new NM Interim Feedback & Observation Plan broken down by Components and Elements with additional notes for each. The items below that have a Check Mark ✓ beside them are required to be completed for the state in Frontline.*

### **2019-20 NM Required Walkthrough – Please complete in first 45 days (or first 45 days of employment).**

#### **✓ 2019-20 NM Domains 2&3 Walkthrough #1**

*This walkthrough should be completed within the first 45 days of school. Ideally, complete this walkthrough before the teacher begins the PDP as this walkthrough can help inform the goals for the PDP. Once completed, the observer should submit the form immediately so that the teacher receives **timely** feedback.*

*The scores captured on this form will **NOT** be included as a part of the teacher's summative score. To provide feedback on a specific Domain and Element, choose the drop-down arrow on the right, beside the element you choose. This will open the rubric for scoring and providing feedback. Submit this form immediately so that the teacher receives timely feedback. You do NOT have to complete every Domain and Element during the walkthrough. This form will need to be submitted within the first 45 days of school will need to be finalized by May 22, 2020.*

*If your district or school has used a specific walkthrough form and you would like to continue to use your form, you are able to do so by uploading the completed form in the space provided at the bottom of the Required Walkthrough Form in Frontline. Please note that you will still need to mark a level of at least one of the rubrics and provide actionable feedback as the data from these forms is summarized on the end of year summary form. **The scores from walkthroughs will NOT be used in the teacher's summative evaluation.***

## **2019-20 NM Professional Development Plan**

### **2019-20 Teacher Self-Evaluation**

*While this form is not a requirement by NM PED, the purpose of the Self-Evaluation is to provide an opportunity for the teacher to reflect on each Domain and Element of the NM Rubric and self-score in order to help guide their PDP goals. The scores on this rubric aren't tied to the teacher's summative score. It also helps the teacher become familiar with the domains and elements that will be scored by their evaluator. This form will need to be finalized by May 22, 2020.*

#### **✓ 2019-20 Beginning of the Year PDP: Goal Setting**

*Completing a PDP is required by state statute. If you choose not to use the PDP template form in Frontline, please upload your local form in the section on the Frontline form provided to do so. This form should be submitted and acknowledged by the first 45 days of employment. This form will need to be finalized by May 22, 2020.*

### **2019-20 Mid-Year PDP Review**

*While this form is not required by NM PED, the purpose of the Mid-Year Review is to provide the teacher an opportunity to reflect on their progress and maintain a focus on their goals for the year. This form will need to be finalized by May 22, 2020.*

✓ **2019-20 End of the Year PDP Reflection**

Completing a PDP is required by state statute. If you choose not to use the PDP template form in Frontline, please upload your local form in the section provided on the Frontline form to do so. This form will need to be finalized by May 22, 2020.

**2019-20 NM Required Walkthrough #2**

✓ **2019-20 NM Domains 2&3 Walkthrough #2**

This form is to be used to conduct a classroom walkthrough aligned to the rubric. Once completed, the observer should submit the form immediately so that the teacher receives **timely** feedback.

**The scores captured on this form will NOT be included as a part of the teacher's summative score.** To provide feedback on a specific Domain and Element, choose the drop-down arrow on the right, beside the element you choose. This will open the rubric for scoring and providing feedback. Submit this form immediately so that the teacher receives timely feedback. You do NOT have to complete every Domain and Element during the walkthrough. This form will need to be submitted and acknowledged by December 10, 2019 and finalized by May 22, 2020.

If your district or school has used a specific walkthrough form and you would like to continue to use your form, you are able to do so by uploading the completed form in the space provided at the bottom of the Required Walkthrough Form in Frontline. Please note that you will still need to mark a level of at least one of the rubrics and provide actionable feedback as the data from these forms is summarized on the end of year summary form. **The scores from walkthroughs will NOT be used in the teacher's summative evaluation.**

**2019-20 NM Required Walkthrough #3**

✓ **2019-20 NM Domains 2&3 Walkthrough #3**

This form is to be used to conduct a classroom walkthrough aligned to the rubric. Once completed, the observer should submit the form immediately so that the teacher receives **timely** feedback.

**The scores captured on this form will NOT be included as a part of the teacher's summative score.** To provide feedback on a specific Domain and Element, choose the drop-down arrow on the right, beside the element you choose. This will open the rubric for scoring and providing feedback. Submit this form immediately so that the teacher receives timely feedback. You do NOT have to complete every Domain and Element during the walkthrough. This form will need to be submitted and acknowledge by May 8, 2020 and finalized by May 22, 2020.

If your district or school has used a specific walkthrough form and you would like to continue to use your form, you are able to do so by uploading the completed form in the space provided at the bottom of the Required Walkthrough Form in Frontline. Please note that you will still need to mark a level of at least one of the rubrics and provide actionable feedback as the data from these forms is summarized on the end of year summary form. **The scores from walkthroughs will NOT be used in the teacher's summative evaluation.**

## 2019-20 NM Professional Responsibilities: Domain 1

### ✓ 2019-20 Domain 1 Scoring Form

*This form is for scoring the teacher on Domain 1. Using artifacts collected via the Frontline Artifact Collection form (see below) or another means, score each element of Domain 1 and provide a rationale for your score in the space provided. If your teachers use the Frontline Artifact Collection form, those artifacts will appear on the top of this form for you to review. Once you have finished scoring each element and providing a rationale, this form needs to be submitted so that the teacher can review their scores and acknowledge the form. The form must be completed and submitted to the teacher by December 10, 2019 and finalized by May 22, 2020.*

**The observer should also provide actionable feedback to the teacher in the spaces provided. The observer should schedule a time to share actionable feedback with the educator within ten days of completing the observation.**

### 2019-20 Domain 1 Artifact Collection

*The artifact collection form is open for teachers to utilize at the beginning of every year. If used, the teacher should upload artifacts that provide examples of evidence to Domain 1 elements and align them to the rubric domain and element. The teacher can save this form each time they upload an artifact and come back later to upload additional artifacts as needed. Once the teacher is certain that they are finished adding artifacts to this form, they will need to submit the form before December 10, 2019 and the evaluator will need to finalize this form by December 10, 2019.*

## 2019-20 NM Professional Responsibilities: Domain 4

### ✓ 2019-20 Domain 4 Scoring Form

*This form is for scoring the teacher on Domain 4. Using artifacts collected via the Frontline Artifact Collection form (see below) or another means, score each element of Domain 4 and provide a rationale for your score in the space provided. If your teachers use the Frontline Artifact Collection form, those artifacts will appear on the top of this form for you to review. Once you have finished scoring each element and providing a rationale, this form needs to be submitted so that the teacher can review their scores and acknowledge the form. The form must be completed and submitted to the teacher by May 8, 2020 and finalized by May 22, 2020.*

**The observer should also provide actionable feedback to the teacher in the spaces provided. The observer should schedule a time to share actionable feedback with the educator within ten days of completing the observation.**

### 2019-20 Domain 4 Artifact Collection

*The artifact collection form is open for teachers to utilize at the beginning of every year. If used, the teacher should upload artifacts that provide examples of evidence to Domain 4 elements and align them to the rubric domain and element. The teacher can save this form each time they upload an artifact and come back later to upload additional artifacts as needed. Once the teacher is certain that they are finished adding artifacts to this form, they will need to submit the form before May 8, 2020 and the evaluator will need to finalize this form by May 22, 2020.*

## 2019-20 NM Domains 2&3 Observation

### 2019-20 Pre-Observation Form

*The Pre-Observation Form was created based on best practices related to preparing a teacher for the observation, as well as, providing insights of the upcoming lesson to the observer. If this form is used, the teacher should complete and submit the form prior to the observation itself. If this form is not being used, it will need to be finalized by May 22, 2020.*

### ✓ 2019-20 NM Domains 2&3 Observation

*This form must be completed and submitted for every teacher before finalized. Each domain and element must be scored, and evidence must be included before you can submit the form. The teacher will not be able to view the scores and notes provided until the form is submitted. Once the scores have been discussed with the teacher, then the observer needs to finalize this form. There are two tools related to the Observation Form for Domains 2&3. The data collection tool (Notepad and pencil icon) can be used to capture notes during the actual observation. Once the notes are captured, they can then be aligned to the rubric domain and elements, then synced to the actual observation form. The Observation Form itself provides the means to review the evidence collected via the Data Collection Tool (if used) and allow the observer to enter scores for each element. The observation will need to be submitted before May 8, 2020 and the form will need to be finalized by May 22, 2020.*

***The observer should also provide actionable feedback to the teacher in the spaces provided. The observer should schedule a time to share actionable feedback with the educator within ten days of completing the observation.***

### 2019-20 NM Post-Observation Reflection Form

*The Post-Observation Form was created based on best practices related to reflections on a lesson delivered. The form when completed shortly after a lesson which was observed, allows the teacher an opportunity to reflect on the lesson delivered and provide the observer with information that might not otherwise be noted while they were in the classroom. If this form is used, the teacher should complete the form and submit it prior to meeting with the observer to discuss the observation. After the teacher has submitted the form, the observer should review the form and then finalize. This form must be finalized by May 22, 2020.*

## 2019-20 NM End of Year Summary

### 2019-20 End of the Year Summary Reflection – by Teacher

*This form is provided for those schools/districts that would like to use it as a means of capturing any additional notes regarding the teacher's performance in general. This is also a great avenue for the teacher to provide additional information that they feel is valuable to share with their observer that otherwise would not be captured. This form, if used, should be completed by the teacher and submitted by May 22, 2020. This form must be finalized by May 22, 2020.*

### ✓ 2019-20 End of the Year Summary – By Evaluator

*This form captures a summary of the entire observation and feedback process for the year. It includes a summary of walkthrough scores, observation scores, and feedback that was given as a part of the observation process. This form must be completed and submitted by May 8, 2020. **However, do not submit this form until all other forms in the observation plan have been submitted and finalized.** This form needs to be finalized by May 22, 2020.*