

FAQ's for the WCSD Teacher Professional Growth System

General Questions:

Q: Are there standard goal setting and pre and post conference forms that are required to be used district wide?

A: No. There are a variety of optional forms for goal setting and conferencing that a supervisor may choose to use. They are all located on the Evaluation link on the district web site.

Q: Where can I find exemplars of what effective and highly effective practices look like?

A: There are two resources. There is a *Critical Attributes* documents on the Evaluation website that describes examples of effective and highly effective practices for all 4 Standards of Teacher Performance. In addition, there are video exemplars of effective and highly effective teaching practices located on the Department of Professional Learning website.

Q: What does the term "Hold Harmless" mean?

A: The term Hold Harmless in this context means that no employment decisions will be made for post-probationary teachers based on the outcome of a teacher's evaluation for the 2012-13 school year. Hold Harmless only applies to post probationary teachers using this instrument for the first time. It does not apply to probationary teachers.

Q: Does the Hold Harmless clause apply equally to all post-probationary teachers in WCSD?

A: No. Post-probationary teachers who teach at school that were the TIF and Pilot schools for 2011-12 were "Hold Harmless" last year in 2011-12. These teachers are not in a Hold Harmless year in 2012-13. Employment decisions for these teachers will be made based on the outcome of the 2012-13 evaluations.

Q: Is there a rubric for scoring the quality of a PGP?

A: No. A PGP rubric has not been developed yet. Administrators use professional judgment based on observations and evidence/artifact collection to determine the evaluation rating on the PGP.

Evaluation Cycle Questions:

Q: Are the evaluation cycles the same as they were in the old system?

A: No. Here are the key changes:

- There is a mandatory three year probationary term for teachers (NRS 391)
- The evaluation cycle for post-probationary teachers is determined by years of service (p. 15 TPGS manual)

- Post-probationary teachers will be on either a Formal or Professional Growth Plan cycle depending on years of service.
- The PGP cycle is not optional in the new system. It is a required part of the cycle.

Probationary Cycle Questions:

Q: How long is the probationary period for teachers?

A: Any employee hired after June 30, 2011 is on a mandatory three-year probationary term.

Q: How many standards are included in my evaluation?

A: All four standards in each year of your probationary term. You will be evaluated on 1 or 2 standards in each evaluation cycle ending Dec. 1, Feb.1 and all four standards for the April 1st cycle.

Q: How will I know what my goals are for each evaluation period?

A: Your supervisor will meet with you for a goal setting meeting.

Q: How many times will I be formally observed?

A: You will be formally observed a minimum of three times during the year. Each formal observation will be a minimum of 45 consecutive minutes. Additional informal observations will be made for a minimum total of 60 minutes in each evaluation period ending Dec. 1, Feb 1, and April1.

Q: How will I plan for observations and receive feedback from my supervisor?

A: Your supervisor will meet with you for a pre-conference and post-conference before and after each formal observation.

Q: Do I have to have artifacts as evidence to support my ratings?

A: Yes, artifacts and/or evidence from classroom observations are required for all four standards. Artifacts are important as supporting evidence of performance in standards 1 and 4 as the elements in these standards are not typically observed in a classroom setting.

Q: Are there specific artifacts that are required for each standard?

A: No. Which artifacts are required and collected, and how (binder, portfolio, electronic portfolio etc.) is negotiated between the supervisor and teacher.

Q: How am I rated in each evaluation cycle?

A: You will receive a rating of *highly effective*, *effective*, *minimally effective* or *ineffective* on Dec.1, Feb.1 and April 1. The December and February ratings will be based on one or two standards, The April 1 rating will be based on all four standards.

Please see p. 16-18 in the TPGS Handbook for additional details regarding the probationary evaluation period.

2/26/13

Post-probationary Cycle Questions

Q: How many standards will I be evaluated on in a Formal evaluation year?

A: You will be evaluated on all four standards.

Q: How will I set goals?

A: Your supervisor will meet with you to discuss goals for the year

Q: Do I have to have artifacts as evidence to support my ratings?

A: Yes, artifacts and/or evidence from classroom observations are required for all four standards. Artifacts are important as supporting evidence of performance in standards 1 and 4 as the elements in these standards are not typically observed in a classroom setting.

Q: Are there specific artifacts that are required for each standard?

A: No. Which artifacts are required and collected, and how (binder, portfolio, electronic portfolio etc.) is negotiated between the supervisor and teacher.

Q: How many times will I be observed?

A: You will be formally observed a minimum of two times during the year. Each formal observation will be a minimum of 30 consecutive minutes. Additional informal observations will be made for a minimum total of 60 minutes before April 1st. You should expect that your supervisor will be present in your classroom frequently in addition to formal observations.

Q: How will I plan for observations and receive feedback from my supervisor?

A: Your supervisor will meet with you for a preconference and post conference before and after each formal observation.

Q: How will I be rated?

A: You will receive a rating of *highly effective*, *effective*, *minimally effective* or *ineffective* on April 1st based upon your performance on all four standards.

Q: What happens if I receive a *minimally effective* or *ineffective* rating?

A: Post-probationary teachers will be evaluated on a *Special Evaluation* in the next school year in order to receive additional assistance and support.

Please see p. 20 in the TPGS Handbook for additional details regarding the Formal Evaluation cycle

Professional Growth Plan (PGP) Evaluation Cycle Questions

Q: How is a PGP different from a Formal Evaluation Cycle?

A: A PGP is much like an action research project. It can involve an individual or team of teachers at a grade level or in a department engaging in inquiry on some aspect of learning and teaching that will impact student achievement in their classrooms.

Q: How many standards will I be evaluated on in a PGP Cycle?

A: One or two standards depending on the goals that you set with your supervisor. However, current NRS also requires that all teachers be evaluated on certain components of all four standards regardless of whether they are on a Formal or PGP cycle. These components required by NRS appear on the scoring file page for the PGP.

Q: Will I be observed?

A: Yes, once formally. The formal observation will be a minimum of 30 consecutive minutes. Additional informal observations will be made for a minimum total of 60 minutes of observation before April 1st. Your supervisor will meet with you and/or your team for PGP progress checks. You will negotiate what is to be formally observed with your supervisor based upon the goals of your PGP. You will receive feedback in a post-conference following your formal observation.

Q: Are artifacts required as evidence of progress on a PGP?

A: Yes. The number and type of artifact(s) will be negotiated during your goal setting conference with your supervisor.

Q: I will be on a PGP for three years. Can I continue my current PGP goals for more than one year?

A: Yes, with your supervisor's approval.

Q: How will I be rated?

A: You will receive a rating of *highly effective*, *effective*, *minimally effective* or *ineffective* on April 1st based upon your performance on the required NRS standards and components, and progress on your PGP.

Q: Are there samples of PGPs to review?

A: Not currently. This is the first year that the new PGP format is being used in the district. Following this year there will be examples to share.

Q: May I make revisions to my PGP if needed?

A: Yes, in collaboration with your supervisor.