

Lead Evaluator Training

2012-2013 Ongoing Training
Day 1



INSTRUCTIONAL SUPPORT

Welcome Back!

- [re]Orientation
- Lead Evaluator Training
- Agenda Review



[re]Orientation

On the **Inside**

- What are you most worried about?
- What are you most uncertain about?



On the **Outside**

- As a leader, what are you saying to your staff?
- What are you doing to portray the right balance of security and anxiety?

Year 1

Lead Evaluator Training

- New York State Teaching Standards and Leadership Standards
- Evidence-based observation
- Application and use of Student Growth Percentile and VA Growth Model data
- Application and use of the State-approved teacher or principal rubrics
- Application and use of any assessment tools used to evaluate teachers and principals
- Application and use of State-approved locally selected measures of student achievement
- Use of the Statewide Instructional Reporting System
- Scoring methodology used to evaluate teachers and principals
- Specific considerations in evaluating teachers and principals of ELLs and students with disabilities

Ongoing

Lead Evaluator Training

- From the Review Room: “Describe the process by which evaluators will be trained and the process for how the district will certify and re-certify lead evaluators. Describe the process for ensuring inter-rater reliability. Describe the duration and nature of such training.”

Ongoing

Lead Evaluator Training

- Continue to collect evidence
- Use collected evidence to rate teachers on a rubric (with feedback)
- Manage the new system
- Employ growth-producing feedback to increase the quality of teaching
- Implement the Reform Agenda (RTTT)

Agenda

- Beginning of the Year Meetings
- Mini-lesson: Mathematics
- Time Management

Beginning of the Year Meeting



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The Year at a Glance

Beginning of the Year

- Beginning of the year meeting
- Standards I and II
- SLO and local (LAT) target setting

Ongoing

- Evidence Submission by Teacher
- Evidence Collection
- Sharing the evidence
- Feedback Conversations

End of the Year

- Evidence from the year collected
- Compare collected evidence to the rubric
- Summative score determination and communication

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Getting Ready for the new APPR (before the year begins)

Before the school year begins it is important for principals to meet with their supervisors to make sure everything is set for a successful launch of a new year. Because so much is different this year and because there is so much more to do this year it is important to do whatever we can ahead of time. Based on Principal Evaluator Training and other good practices, here are some suggestions for your "Before the Year Meeting" with your principals.

Ready for APPR

To say that it's going to be a heavy lift is an understatement. A deliberate strategy, laid out in advance, is a must. Principals and supervisors should talk about the plans for Annual Professional Performance Review (APPR) implementation. If APPR implementation is going to be the big goal for the year around which evidence is going to be collected, it's not too early to start that evidence collection. Here are some things to review:



⇒Are there plans for making sure that teacher understand the new system and their responsibilities in it (ISLLC 1)?

⇒Is the relationship between SLOs, common interim assessments, and unit plans clear (ISLLC 2)?

⇒Are time and other resources going to be provided to teachers in order to work differently (ISLLC 3)?

⇒Do families understand the changes they will see in the classroom and the school (ISLLC 4)?

⇒Are teachers aware of Lead Evaluator Training and all the work that lead evaluators are doing to make the system fair, transparent, and focused

on student learning (ISLLC 5)?

⇒Is the frame of the new initiatives positive and all about the learning of all students (ISLLC 6)?

Beginning of the Year Meetings

Lead evaluators will be meeting with each of their teachers during the first two months of the year. Watch the Beginning of the Year Meeting [video](#) as a leadership team. Take note of the different things that are accomplished during that meeting. Debrief after viewing. Then, make a plan for a Beginning of the Year Meeting. Without a plan, the meeting will take much longer and is less likely to accomplish all the objectives for the meeting. Practice it! Principal evaluators should sit in on some of these meetings and discuss them afterward.



Calendar Check

"Exceptional school leaders succeed because of how they use their time." -Paul Bambrick-Santoyo

Sit down with your principal and look at her calendar. It will be important to make sure that time for instructional leadership has been deliberately scheduled. Some look for:

⇒Has time been blocked in for mini-observations?

⇒Has time been blocked in for feedback conversations that follow the mini-observations?

⇒Have team and individual meetings been set up for data meetings?

What is the plan for faculty meetings?

Every moment we have with our staff is precious -- and faculty meeting time is far too precious to waste time on announcements and management items. Just like a good lesson requires good planning, so, too, does a faculty meeting require good planning. Principals and supervisors house review the plan for meetings before the school year begins. Look at the "principals [map](#)" and talk about the topics that have been identified for the faculty meetings for the year. Look for include:

⇒What are the faculty meeting plans for the year?

⇒Are the topics and the order in which they are scheduled make sense?

⇒How will the principal ensure that the meetings are about instruction and not management and information?

Have you signed up yet for continuing Evaluator Training? If not, [register today!](#)



Guiding Questions: Beginning of the Year

1. Beginning of the year meeting
2. Standards I and II
3. SLO and local (LAI) target setting
4. As a table group, identify the questions you might ask during the meeting

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5. Watch it
6. Debrief

Meet Ms. Montoya

- Your goal is to plan for and conduct a “beginning of the year” meeting
- With a partner, plan the meeting. Do you want a shared agenda? Pre-meeting reflection questions?

Mini-lesson: Mathematics



INSTRUCTIONAL SUPPORT

Math Walk

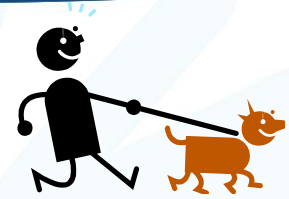
- You will need:
 - Sample assessment items
 - Common Core Learning Standards
- You might also need:
 - preApril/postApril
 - Math emphases



Math Walk

- Select one sample assessment item from a lower grade test
- With the corresponding grade's standards in front of you, discuss that item and its annotation with your colleague. What is it measuring? What choices did the item writer make?
- Trace one of those measured standards backwards to lower grades. What is happening in those grades in that same standard? How does it build through P-2?
- Focus now on 2nd grade. How would you measure student knowledge/skill? In that standard for 1st grade?
- **So What?** Does this mean for your math program?

Math Walk - continued



- Trace that same standard up to 8th grade
- Look at the higher grade sample items and see how it plays out in those questions
- **So What?** are the instructional and programmatic implications?

Time Management



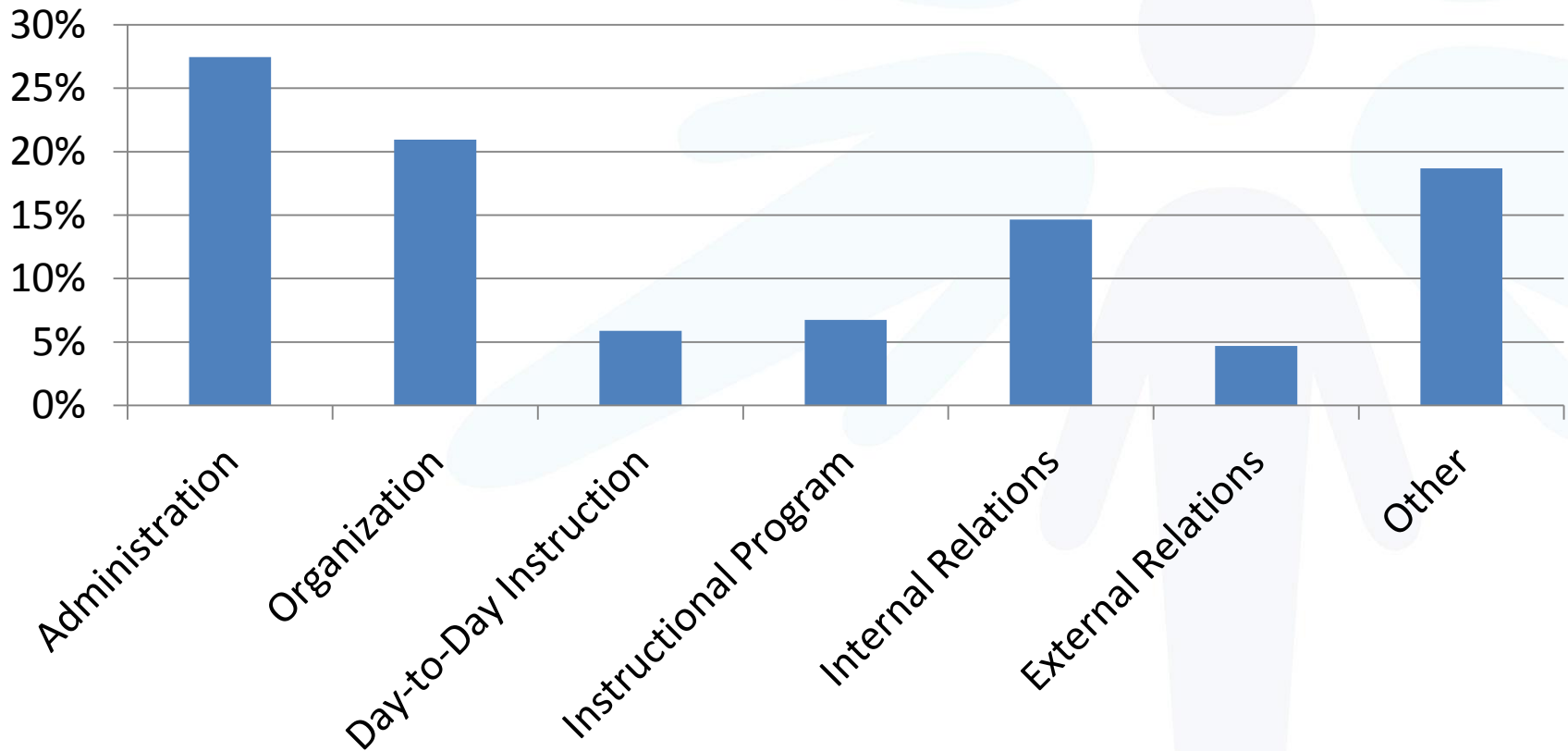
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Looking At the Year

Principal Supervision	Pre-year meeting: goal-setting ISLLC initiative contextualization			Announced school visit: initiative/goal monitoring, co-mini observations		Announced school visit: initiative/goal monitoring, co-observation		Unannounced school visit: initiative/goal monitoring, school walk				Post-year meeting: goal-setting ISLLC initiative contextualization, review teacher APPR data, collected evidence, rubric
	August	September	October	November	December	January	February	March	April	May	June	July
Professional Practice (APPR)	Beginning of the year meetings for SLO-setting and evidence collection for Standards 1&2			Mid-year meetings for SLO monitoring and evidence collection discussions			End-of-year meetings for SLO wrap-up and summative evaluations					
	Mini-observations: evidence collection and growth-producing feedback conversations											
	Extended-observations: pre-conference, evidence collection, post-conference for announced observations, evidence collection and post-conference for unannounced observations											
	Improvement Plan Implementation						Improvement Plan Monitoring Meetings				Improvement Plan Summation	
Standards (CCLS)	Summer professional development:											Summer professional development:
	Faculty Meeting:	Faculty Meeting:	Faculty Meeting:	Faculty Meeting:	Faculty Meeting:	Faculty Meeting:	Faculty Meeting:	Faculty Meeting:	Faculty Meeting:	Faculty Meeting:	Faculty Meeting:	Faculty Meeting:
Data (DDI)	Publish Common Assessment Calendar											
		Common Asmnt Meetings		Common Asmnt Meetings		Common Asmnt Meetings				Common Asmnt Meetings		
Culture	Common planning time: monitor use of time and protocols											Schedule common planning time

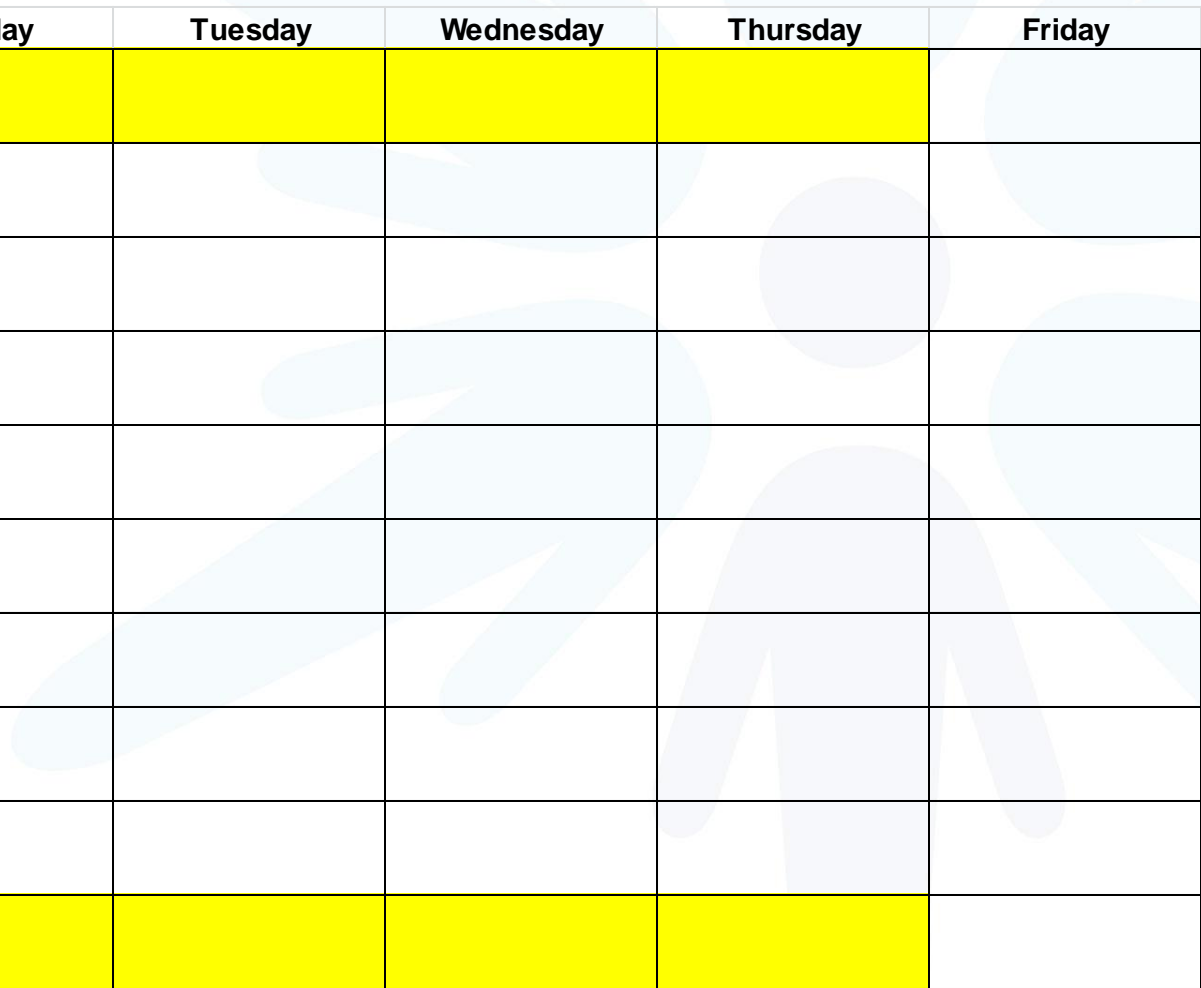
Time Allocation

Percent of Day

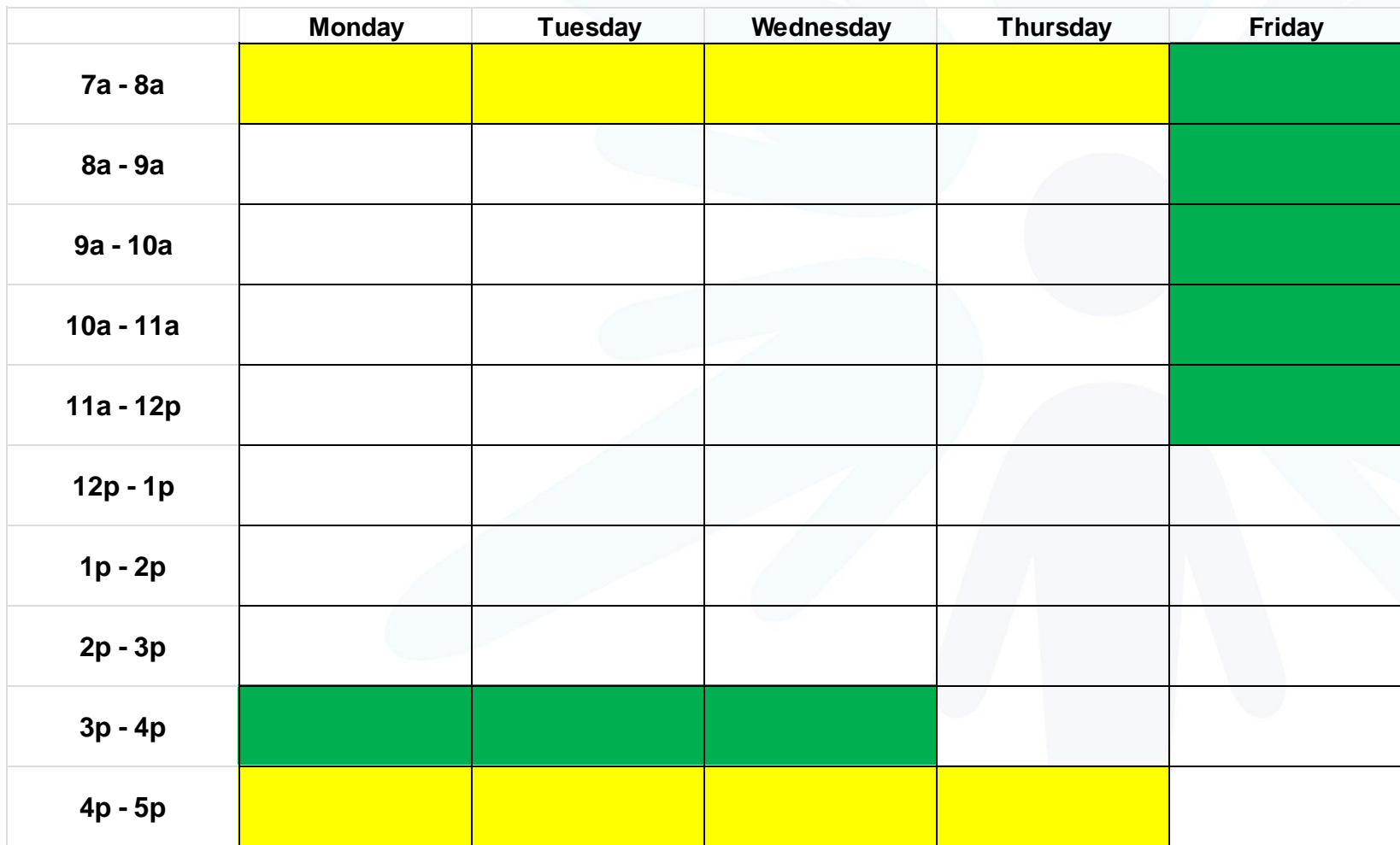




	Monday	Tuesday	Wednesday	Thursday	Friday
7a - 8a					
8a - 9a					
9a - 10a					
10a - 11a					
11a - 12p					
12p - 1p					
1p - 2p					
2p - 3p					
3p - 4p					
4p - 5p					



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7a - 8a					
8a - 9a					
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10a - 11a					
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1p - 2p					
2p - 3p					
3p - 4p					
4p - 5p					



	Monday	Tuesday	Wednesday	Thursday	Friday
7a - 8a	Yellow	Yellow	Yellow	Yellow	Green
8a - 9a					Green
9a - 10a					Green
10a - 11a					Green
11a - 12p					Green
12p - 1p					
1p - 2p					
2p - 3p					
3p - 4p	Green	Green	Green		
4p - 5p	Yellow	Yellow	Yellow	Yellow	

	Monday	Tuesday	Wednesday	Thursday	Friday
7a - 8a	Yellow	Yellow	Yellow	Yellow	Green
8a - 9a	White	White	White	White	Green
9a - 10a	Blue	White	White	Blue	Green
10a - 11a	Blue	White	Blue	White	Green
11a - 12p	White	White	Blue	White	Green
12p - 1p	White	Blue	White	White	White
1p - 2p	White	Blue	White	White	Blue
2p - 3p	White	White	White	White	Blue
3p - 4p	Green	Green	Green	White	White
4p - 5p	Yellow	Yellow	Yellow	Yellow	White

	Monday	Tuesday	Wednesday	Thursday	Friday
7a - 8a	Yellow	Yellow	Yellow	Yellow	Green
8a - 9a	White	White	Orange	White	Green
9a - 10a	Blue	White	Orange	Blue	Green
10a - 11a	Blue	Orange	Blue	White	Green
11a - 12p	White	Orange	Blue	White	Green
12p - 1p	Orange	Blue	White	White	White
1p - 2p	Orange	Blue	White	White	Blue
2p - 3p	White	White	White	Orange	Blue
3p - 4p	Green	Green	Green	Orange	White
4p - 5p	Yellow	Yellow	Yellow	Yellow	White

Time Management

- Get out your calendars.
- Have you blocked off time for classroom visits? Meeting with teachers? Attendance at team meetings to monitor data-driven instruction?



Time Management

- Talk at your table about how you are scheduling and blocking out time.
- What systems do you have in place to protect time in your calendar?



Agenda

- ✓ • Beginning of the Year Meetings
- ✓ • Mini-lesson: Mathematics
- ✓ • Time Management
- ✓ • Evidence-based Evaluation
 - Evidence Collection
 - Sorting
 - Rating

Next Session

- November 19th in Syracuse
- November 20th in Cortland
- Agenda will include
 - Evidence
 - Time management
 - Ongoing Growth-Producing Feedback