



Teacher Keys Effectiveness System (TKES)

2018-2019 Timeline & Guidelines

Deadline	Requirement
<p>August 31</p>	<p>Evaluator</p> <ul style="list-style-type: none"> • Ensure Roles in My Staff are accurate to give teachers access the TKES/LKES Application in SLDS • Distribute Professional Growth Component Rating Rubric • Review teacher Professional Learning Goal/Plan in PSC container • Ensure Student Growth Measure is documented in “Comments” • Verify correct plan is chosen in My Staff (FULL vs FLEX) • Complete the Pre-Conference container for each teacher (required before the teacher can edit his/her side) <p>Teacher</p> <ul style="list-style-type: none"> • Complete teacher orientation and answer teacher assurances in Orientation container, and “Submit” • Complete Self-Assessment and use to determine standard for Professional Growth Goal/Plan • Document PSC Professional Learning Goal OR Plan in PSC container • Document Student Growth Measure in Comments section • Pre-Evaluation Conference (evaluator-side must be completed first)
<p>December 19</p>	<p>FULL TEACHERS: 2 walkthroughs THEN ANNOUNCED Formative Observation FLEX TEACHERS: ANNOUNCED Formative Observation</p> <ul style="list-style-type: none"> • No walks or observations can be completed until after the Pre-Conference • Formative Assessment 1 must be completed within 10 days of ANNOUNCED Formative Observation • All observations not shared within 10 working days must be deleted from the Platform • The Formative Assessment compiles all walks, observations, and any documentation since the Pre-Conference up until the Formative Assessment to produce an overall rating for each standard for Cycle 1 • Contracts held based on Formative 1 • If a tenured teacher was not Proficient on Formative Assessment 1, begin Remediation Plan
<p>January 31</p>	<ul style="list-style-type: none"> • Mid-Year Conferences can be completed as a group or individual; individual conferences are recommended for teachers who were not Proficient on Formative 1 • Student Growth Summary Statement entered by evaluator in Mid-Year Conference container • Evaluator will complete Mid-Year PSC Professional Learning Goal/Plan Progress in PSC container • Teacher will answer Teacher Assurances in Mid-Year Conference container (evaluator must complete first) • If desired, an additional goal can be added in My Staff to allow the teacher to have another goal
<p>April 30</p>	<p>FULL TEACHERS: MINIMUM 2 walkthroughs AND unannounced Formative Observation FLEX TEACHERS: Minimum 1 unannounced Formative Observation</p> <ul style="list-style-type: none"> • Formative Assessment 2 must be completed within 10 days of unannounced Formative Observation • All observations not shared within 10 working days must be deleted from the Platform • The Formative Assessment compiles all walks, observations, and any documentation since Formative Assessment 1 up until Formative Assessment 2 to produce an overall rating for each standard for Cycle 2
<p>May 15</p>	<p>Teacher Effectiveness Measure</p> <ol style="list-style-type: none"> 1. Summative Assessment <ul style="list-style-type: none"> <input type="checkbox"/> Commentary required on each standard <input type="checkbox"/> Required for every employee who worked 30 days or more in building <input type="checkbox"/> Formative Assessment 1 + Formative Assessment 2 + any additional documentation or observations that occurred after Formative 2 used to determine final rating for each standard 2. Component Rating <ul style="list-style-type: none"> <input type="checkbox"/> Professional Growth (use District rubric in OneNote) <input type="checkbox"/> Student Growth (follow flow-chart in OneNote) 3. Summative Conference <ul style="list-style-type: none"> <input type="checkbox"/> Individual Conference required for all employees in the building at the time <input type="checkbox"/> Evaluator-side must be completed before teacher can complete his/her side <input type="checkbox"/> Employee scoring less than 16 points should sign the UNSAT Affirmation (in OneNote) 4. Summative Conference teacher <ul style="list-style-type: none"> <input type="checkbox"/> Acknowledgment that the <u>conference</u> took place. This does not communicate the teacher agrees or disagrees with the Summative Assessment. <input type="checkbox"/> The teacher has 10 calendar days to submit an Appeal from the date of the conference (in OneNote)

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- Teachers will be given written notice, in advance of each school year, the evaluation measures and any specific indicators that will be used to evaluate them. Per SB364, these measures shall include the following elements:
 - Teacher Assessment on Performance Standards = 50%
 - Student growth = 30%
 - Professional growth = 20%
- At the beginning of the school year, the Principal must appoint all evaluators in writing to ensure teachers have identified their evaluators. Employees do not have to approve their evaluators.
- Per state law, current job descriptions must be provided to each employee by Tuesday, July 31st.
- The Principal must ensure that all evaluators are credentialed before evaluating any teachers.
- Teachers are not moved to FLEX or FULL based off performance (the six indicators are set by the state), but at the discretion of the evaluator, a teacher may have additional observations conducted.
- If the teacher requests a conference, the conference should take place within the next 10 working days.

Teacher Assessment on Performance Standards Rubric

Overall PSC Rating	TAPS Level Score	TAPS Overall Rating	TAPS Point Rating
Unsatisfactory	Level I	Ineffective	0 – 6
Unsatisfactory	Level II	Needs Development	7 – 16
Satisfactory	Level III	Proficient	17 – 26
Satisfactory	Level IV	Exemplary	27 – 30

Appeal Process

Performance Ratings are not able to be grieved under State Law O.C.G.A. 20-2-210 or Cobb County Board of Education Policy GAE. Employees may appeal their Annual Evaluation if the evaluator failed to follow District rules and procedures and/or evaluator failed to acknowledge significant information when completing the evaluation. The only evaluations that can be appealed are evaluations with an overall UNSATISFACTORY rating.

➤ Level 1 Appeal:

- Submit the Annual Evaluation Appeal Form along with a copy of your annual evaluation and any documentation to your Principal/Supervisor within 10 calendar days of your Annual Evaluation Conference.
- The Principal/Supervisor will respond in writing within 10 calendar days of receipt of the Appeal.

➤ Level 2 Appeal:

- If the original evaluation is upheld, a Level 2 Appeal can be submitted to the Director of Evaluations.
- Submit a new Annual Evaluation Appeal Form along with all documentation (original Appeal Form, annual evaluation, response letter from your Principal/Supervisor, any evidence to support the Appeal) to the Director of Evaluations within 5 calendar days of the Principal/Supervisor response.
- The Director of Evaluations, the Deputy Superintendent and your Assistant Superintendent (if applicable) will review your appeal and provide a written response within 10 calendar days.
- The decision of this body is final.