



Teacher Keys Effectiveness System (TKES)

2019-2020 Timeline & Guidelines

Window	Requirement
<p>July 24- August 30</p>	<p>Evaluator</p> <ul style="list-style-type: none"> • Ensure Roles in My Staff are accurate to give teachers access to the TKES/LKES Application in SLDS • Distribute Professional Growth Component Rating Rubric • Review teacher Professional Learning Goal/Plan in PSC container • 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 • Pre-Evaluation Conference (Evaluator-side must be completed first)
<p>Upon completion of Pre-Conference to December 20</p>	<p>FULL Teachers: 2 walkthroughs & 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>December 16- 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>Upon completion of Mid-Year Conference to April 30</p>	<p>FULL Teachers: Minimum 2 walkthroughs and one 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>Upon completion of Cycle I & II - 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)