

Ouachita Parish School System COMPASS Roadmap (GPS) 2018-2019

❖ **REVISED June 27, 2018**

August 30, 2018 – (2018-2019) Compass Evaluations signed by teachers are due to Mrs. Chisley’s office.

- All Observers/Evaluators must be Compass/CIS trained.

Non-TAP Schools

September 10, 2018 – Assign designated Evaluator to All Instructional Staff (Submit this assignment to Mrs. Chisley’s office on the Compass Evaluator/Evaluated Form)

- Two Observations will be required for all teachers, librarians, counselors, and administrators with one being a full class period evaluation. If the teacher, librarian, counselor, or administrator scored “Highly Effective” during the 2017-2018 school year and “Highly Effective” on the first semester observation of the 2018-2019 school year, then the second observation could be a “walk through” type observation focusing on one or two components of the rubric that the teacher might have needed improvement on based on the first observation. Both of these observations will be averaged together to form 50% of the overall score.
- Two Observations will be required for certified employees who scored “Effective Proficient”, “Effective Emerging”, or “Ineffective” for the 2017-2018 school year. Both of these observations will be full period classes.
- Two Observations will be required for new first year teachers and new teachers hired in Ouachita Parish for the 2018-2019 school year. Both of these observations will be full period classes.

September 24, 2018 – January 7, 2019 – First Observation Window

January 21, 2019 – First Observation must be entered into CIS by this date.

January 7, 2019 – May 6, 2019 – Second Observation Window

May 23, 2019 – Second observation must be entered into CIS by this date.

First Observation – this is an announced observation with a pre-conference, observation, and post conference. This must be a full length lesson.

* See feedback guidance highlighted below.

Second Observation – this is an unannounced or announced observation. This must be a full length lesson.

Exception: Teachers, Librarians, Counselors, and Administrators who scored “Highly Effective” during the 2017-2018 school year and scores “Highly Effective” the first semester of the 2018-2019 school year can be observed as a “walk through” type of observation scoring one or two components on the rubric that the teacher may have needed improvement on based on the first observation. This observation will be averaged with the first observation to formulate 50% of the teachers Compass score.

- Teachers will receive written feed-back via CIS after each observation that includes commendations and areas for improvement.
- Supplemental observations may be conducted as needed to address components not previously observed.
- Trained compass evaluators must conduct these supplemental observations and observations should last at least half of the class period.
- These supplemental observations may be announced or unannounced.
- Supplemental observations must be conducted within the time windows set for first and second observations.
- Supplemental observations entered into CIS are optional.

Observation Scoring and Data Reporting

- First and Second Observations will be weighted equally forming 50% of the teacher’s overall evaluation.
- Danielson Rubric will be used in 1st-12th grade observations: Pre-K observations will be conducted using the CLASS instrument.
- The Ouachita Parish Compass Scoring Guide will be used in conjunction with Danielson Rubric as the district’s instruments in observations/evaluations.

Feedback for Instructional Staff

- First Observation – Must include a pre-conference that occurs within three working days prior to the observation. Post-conference must occur within three working days after the observation.
- Second Observation – Teacher must receive written feedback via CIS that includes commendations and areas for improvement after each observation. This will be communicated within three working days after the observation.

Observation Tools

- District will furnish a designated scoring tool to be used for observations/evaluations in conjunction with the Danielson Rubric.
- Curriculum Implementation Observation Tool provided by LDOE will be used in CIR schools only.

Ongoing Training, Support, and Development

- Compass Observers/Evaluators will be trained on the OPSS Compass Road Map by the August, 2018 principal meeting.
- Teachers will be trained on CIS by Oct 23, 2018.
- Compass Observers/Evaluators will be trained in CIS prior to October 19, 2018.

Requirements for Student Learning Targets (SLTs)

- Teachers of Non-Tested Grades and Subjects (NTGS), such as Librarians, Reading/Math Coordinators, Interventionist, etc. – All teachers must set Student Learning Targets.
- Where value-added results are available, they will be provided by the state and serve as 35% of the final Student Growth rating. The remaining 15% of the Student Growth rating will be based on the two SLTs.
- In NTGS the final Student Growth rating will be based on attainment of the SLT according to the scoring established as part of the SLT process.
- Each teacher **MUST** set TWO SLTs.
- Teachers should set SLTs for the most representative course and the most academically significant course. For example, a teacher who teaches 5 sections of American History and one section of Journalism should set SLTs for American History.
- When developing SLTs, teachers may use the following to determine a target for each student:
 - historical test data
 - results from LEAP 360 Diagnostic Assessment
 - we strongly discourage use of duplicative assessments for purpose of SLTs only (ex. STAR, District Benchmark test)
- Teachers should monitor their progress and review SLTs throughout the year using LEAP 360 Interim Assessments.
- Guidance will be provided by the Curriculum and Instruction team on appropriate EOY assessments
- Teachers/Evaluators are responsible for setting and approving SLTs specific to individual teachers.
- SLTs should be set and approved by **October 12, 2018**.
- SLTs will be entered in CIS by **October 19, 2018**.
- SLTs for PRINCIPALS should be set, approved, and in CIS by **October 31, 2018**.

District and State Submission to CIS

- **June 5, 2019** – Final Scores for teachers (including observation scores and SLTs) submitted to the district. *If the teachers of a tested grade and subject is using the LEAP summative assessment for SLTs, the deadline for submission to the district is August 1, 2019.*
- **June 5, 2019** – Observation scores for principals submitted to the district.
- **August 1, 2019** – Final Evaluation Ratings for Non-VAM Teachers submitted to the state.
- **Mid-August, 2019** – VAM teacher's final evaluations will be calculated by the state.
- **Fall, 2019** – Final Evaluation Ratings for principals submitted to the district after SPS scores are released by the state.

2018 – 2019 COMPASS Teacher Evaluator Support provided by OPSB Staff & Network Team:

All meetings will be held at the Student Support Services Building.

*All Additional Compass Evaluators may attend any session.

Data Analysis and Goal Setting - mandatory

October 18, 2018: Analyze data, write leader goals, develop an action plan, and develop a plan for supporting teachers in the SLT process. An accountability update will be provided at this time as well. This session is for principals and curriculum coordinators.

Elementary and Middle School: 9:00am – 11:30am

High School: 1:00pm – 2:30pm

Progress Monitoring - mandatory

January 24, 2019: Monitor progress of SLTs and analyze Principal Profiles, VAM, and Curriculum Implementation.

Elementary and Middle School: 9:00am – 11:30am

High School: 1:00pm – 2:30pm

End of Year Collaborations - optional

May 31, 2019: We will use this opportunity to allow principals to share best practices and begin planning for the 18-19 school year.

All principals: 9:00am – 11:30am



Ouachita Parish Evaluation Protocol

(Full TAP Schools)

September 10- Assign designated Evaluator to ALL Instructional Staff (Submit this assignment to Mrs. Chisley's office and a copy to _____ on the TAP Evaluator/Evaluated Form)

Cycle I – Announced Observations – September 24 - November 9

- Evaluators will conduct pre-observation conferences within 2 days of the observation.
- The post conference **MUST** be conducted *no more than 5 school days after* the observation.
- Self-evaluation scores will be provided to the evaluator within 24 hours of the evaluation to be added to the evaluation report.
- Evaluation and self-evaluation scores will be presented at the post-conference, and the evaluation report will be signed by the teacher.
- All evaluation documentation must be turned in to the master teacher so that data can be added to CODE and documentation can be kept on file.

Cycle II – Unannounced Observations – January 7 - February 22

- Evaluators will notify teachers the week before the observation.
- The observation date and time will NOT be announced.
- The post conference must be conducted *no more than 5 school days after* the observation. Self-evaluation scores will be provided to the evaluator within 24 hours of the evaluation to be added to the evaluation report.
- Evaluation and self-evaluation scores will be presented at the post-conference, and the evaluation report must be signed by the teacher.
- All evaluation documentation will be turned in to the master teacher so that data can be added to CODE and documentation can be kept on file.

Cycle III – Unannounced Observations – March 4 - May 6

- Evaluators will notify all teachers the week before the evaluation window opens.
- The observation date and time will NOT be announced.
- The post conference must be conducted *no more than 5 school days after* the observation.
- Self-evaluation scores will be provided to the evaluator within 24 hours of the evaluation to be added to the evaluation report.
- Evaluation and self-evaluation scores will be presented at the post-conference, and the evaluation report **MUST** be signed by the teacher.
- All evaluation documentation will be turned in to the master teacher so that data can be added to CODE and documentation can be kept on file.



Ouachita Parish Evaluation Protocol

(Best Practices/Educator Effectiveness Schools)

Cycle I – Announced Observations – September 24 – January 7

- Evaluators will conduct pre-observation conferences within 2 days of the observation.
- The post conference **MUST** be conducted **no more than 5 school days after** the observation.
- Self-evaluation scores will be provided to the evaluator within **24 hours** of the evaluation to be added to the evaluation report.
- Evaluation and self-evaluation scores will be presented at the post-conference, and the evaluation report will be signed by the teacher.
- All evaluation documentation must be turned in to the master teacher so that data can be added to CODE and documentation can be kept on file.

Cycle II – Unannounced Observations – January 7 – May 6

- Evaluators will notify teachers the week before the observation.
- The observation date and time will **NOT** be announced.
- The post conference must be conducted **no more than 5 school days after** the observation. Self-evaluation scores will be provided to the evaluator within **24 hours** of the evaluation to be added to the evaluation report.
- Evaluation and self-evaluation scores will be presented at the post-conference, and the evaluation report must be signed by the teacher.
- All evaluation documentation will be turned in to the master teacher so that data can be added to CODE and documentation can be kept on file.

Observation Scoring and Data Reporting

The evaluator or evaluators of each career teacher and administrator shall conduct observations of career teacher and administrator practice sufficient to gain a complete picture of performance and impart individualized feedback each year. Following all observations, evaluators shall provide evaluatees with feedback, by conducting a post-observation conference within 5 working days following the observation, including areas for commendation as well as areas for refinement.

- TAP formal observations will be conducted by TAP-Certified
 - Principals
 - Assistant principals
 - Curriculum Coordinators
 - Administrative Assistants/School Improvement Facilitators
 - Master teachers
 - District TAP Team (*Certified as a TAP Evaluator*)

- NIET TAP Educator Effectiveness TAP Instructional Rubric will be used in **Full TAP Schools** and **Best Practice Schools** for career teachers in grades K-8 observations; Pre-K observations will be conducted using the CLASS instrument.
- Evaluatees at **full TAP schools** will receive three observations per school year
 - **One** Announced
 - **Two** Unannounced.
- Evaluatees at **Best Practice schools** will receive two observations per school year.
 - One Announced
 - One Unannounced.
- Three (3)/Two (2) Observations will be weighted based on who is conducting the evaluation. These weights are computed at the end of the year when final Skills, Knowledge, and Responsibilities (SKR) scores are averaged.

Weighting of Observations

The chart below illustrates the weightings by teacher type:

Evaluations for Career & Mentor Teachers		Evaluations for Master Teachers	
Evaluator Type	Weighting	Evaluator Type	Weighting
Administrator/District	55%	Administrator/District	55%
Master Teacher	35%	Master or Mentor Teacher	35%
Self-Evaluation	10%	Self-Evaluation	10%

- Career teachers in **TESTED GRADES** will receive a summative evaluation report. The report will include the following:
 - Averaged ratings for performance in the SKR criteria (50%)
 - Classroom Value-Added Achievement (VAM) (30%)
 - School-Wide Achievement Data (Growth) (20%)
- Career teachers in **NON- TESTED GRADES** will receive a summative evaluation report. The report will include the following:
 - Averaged ratings for performance in the SKR criteria (50%)
 - Individual Student Growth Achievement-Student Learning Targets (SLTs) (30%)
 - School-Wide Achievement Data (Growth) (20%)

Feedback for Career Teachers

Announced Observations

- Evaluators will conduct pre-observation conferences within 2 days of the observation.
- The post conference **MUST** be conducted **no more than 5 school days after** the observation.

- Self-evaluation scores will be provided to the evaluator within 24 hours of the evaluation to be added to the evaluation report.
- Evaluation and self-evaluation scores will be presented at the post-conference, and the evaluation report will be signed by the teacher.
- All evaluation documentation must be turned in to the master teacher so that data can be added to CODE and documentation can be kept on file.

Unannounced Observations

- Evaluators will notify teachers the week before the observation.
- The observation date and time will NOT be announced.
- The post conference must be conducted *no more than 5 school days after* the observation. Self-evaluation scores will be provided to the evaluator within 24 hours of the evaluation to be added to the evaluation report.
- Evaluation and self-evaluation scores will be presented at the post-conference, and the evaluation report must be signed by the teacher.
- All evaluation documentation will be turned in to the master teacher so that data can be added to CODE and documentation can be kept on file.

Observation Tools for TAP Schools

- *NIET Educator Effectiveness TAP Instructional Rubric* will be the designated scoring tool
- *Curriculum Implementation Observation Tool* provided by LDOE will be used in *(CIR schools only)*

Ongoing Training, Support, and Development

Ouachita Parish will provide multiple opportunities for career teachers and administrators to receive feedback, reflect on individual practice, and consider opportunities for improvement throughout the academic year, and shall provide individual growth plans (IGPs), and/or intensive assistance plans, and support to career teachers and administrators according to the requirements of Bulletin 130.

Requirements for Student Learning Targets (SLTs)

- Teachers of Non-Tested Grades and Subjects (NTGS), such as Librarians, Reading/Math Coordinators, Interventionist, etc. – All teachers must set Student Learning Targets.
- Where value-added results are available, they will be provided by the state and serve as 30% of the final Student Growth rating. *The remaining 15% of the Student Growth rating will be based on the two SLTs.*
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Support of the Ouachita Parish Evaluation Plan: TAP and EE-Best Practices Schools

2018 – 2019 NIET TAP Teacher Evaluator Support will be provided by

- OPSB District TAP Team
- National Institute for Excellence In Education State-Wide Support Team

DISTRICT SUPPORT for SLTs

Data Analysis and Goal Setting - MANDATORY

October 18, 2018: Analyze data, write leader goals, develop an action plan, and develop a plan for supporting teachers in the SLT process. An accountability update will be provided at this time as well. This session is for principals and curriculum coordinators.

Elementary and Middle School: 9:00am – 11:30am

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Progress Monitoring - MANDATORY

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Elementary and Middle School: 9:00am – 11:30am

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End of Year Collaborations - optional

May 31, 2018: We will use this opportunity to allow principals to share best practices and begin planning for the 18-19 school year.

All principals: 9:00am – 11:30am

District/NIET Support for Implementation of NIET Instructional TAP Rubric
Support for the implementation of the NIET Instructional TAP Rubric will be on-going throughout the school year. Below are list of a few of the tentative topics:

- Instructional Rubric Implementation: **Instruction Domain**
- Instructional Rubric Implementation: **Designing and Planning Domain**
- Instructional Rubric Implementation: **The Learning Environment Domain**
- Instructional Rubric Implementation: **Professional Responsibilities Domain**
- Conducting Effective Pre/Post Conferences
- EE PASS Virtual Support
- Observation/Feedback Field Trips