Completing a Non-Teaching Staff Evaluation in eWalk

This is a step by step guide on how to complete a Non-Teaching Staff evaluation using eWalk.

The following staff roles are included to evaluation here:

- Athletic Supervisor
- Athletic Trainer
- BD Counselor
- Behaviorist
- EC PIRT
- Executive Director/Director
- LDT-C
- Librarian
- Nurse
- OT/PT
- Paraprofessional
- Principal of Operations
- Psychologist
- SAC
- Social Worker
- Speech Therapist
- Supervisor (Instructional)
- Supervisor (Non-Instructional)
- Teacher Coordinator
- Teacher Mentor of Climate and Culture
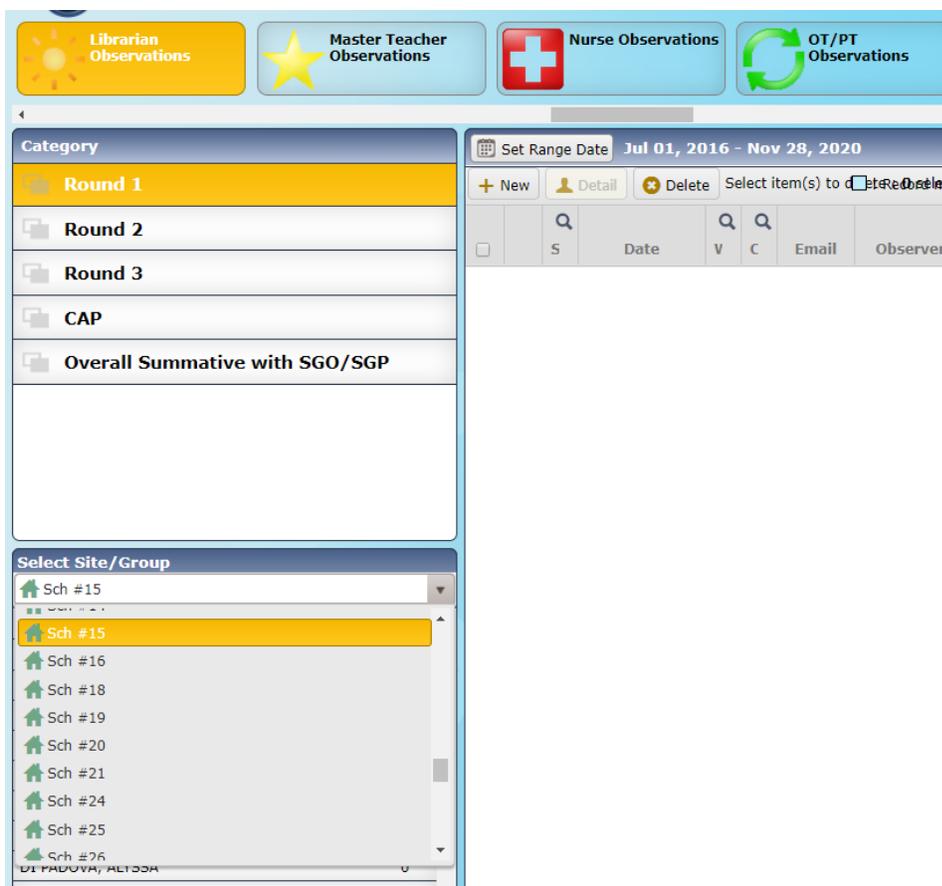- Teacher Mentor of Data

Step 1: Click on Manage – Views

Step 2: In the top menu area, select the box for the staff type you will be evaluating. It will say "_____ Observations" and will look similar to one of these.

Step 3: Select the "site" where the staff member you will be evaluating is located. This will in most cases be the school they are most often assigned to/working out of.

Step 4: Select the name of the staff member you will be evaluating.

Step 5: Select the category for "Round 1" and again click the NEW button and then CREATE in the box that pops up.

The form will now open in the new window. Click or type to enter information into the form.

NOTE: If the observation has a Co-Observer, select "Yes" in the dropdown menu, and enter **ONLY the name** of the Co-Observer in the Note field below

Click on each cell of the rubric to select the rating observed for that criteria

Librarian Standard #1	Unsatisfactory (1)	Progressing 1 (2)	Progressing 2 (3)	Proficient 1 (4)	Proficient 2 (5)	Proficient 3 (6)	Exemplary (7)
Inquiry Based learning is a program where students are challenged to question, think critically, acquire, evaluate, draw conclusions and create and share new knowledge.	☐	☐	☐	☐	☑	☐	☐
Librarian collaborates to align instruction (and program goals) to Common Core curriculum.	☐	☐	☐	☑	☐	☐	☐
Librarian has a long-term instructional and program plan (developed collaboratively with the school community*) leading to college and career readiness.	☐	☐	☑	☐	☐	☐	☐
Librarian sets high expectations for college and career readiness and fosters intellectual rigor.	☐	☐	☐	☐	☑	☐	☐
Scoring Total: 17 / 28		Percentage: 61%		Average: 4.25			

At the end there will be 3 checkboxes with names next to them for electronic signatures. Once you have ensured all of your data has been completely entered (**you will not be able to add or edit any information after signing!),** check the 1st box next to your name, enter your login password and click AUTHENTICATE.

☐ **Admin Test Signature**
Observer signature: (Upon signing this document will become official and be used in the overall rating calculation for Round 1:)
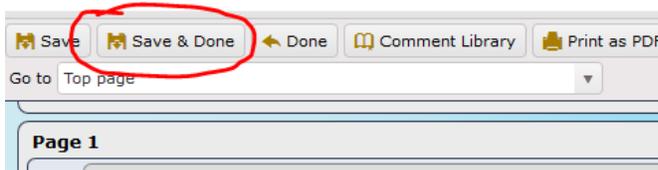
Signature ✕
Username: **admin**
Password: ••••••
Cancel   Authenticate

☑ **Admin Test Signature**   Apr 05, 2018 01:09 PM
Observer signature: (Upon signing this document will become official and be used in the overall rating calculation for Round 1:)

Once complete click SAVE & DONE at the top of the form.

Step 7: Repeat Step 6 but with categories "Round 2", "Round 3" and if required "CAP/IIP"

Step 8: Select the final category "Overall Summative with SGO". As before, Click NEW.

Once the form has been opened, enter the scores for SGO, and if applicable SGP.

If the staff member is awaiting an SGP score which you do not yet have, click the checkbox that says "This person is currently awaiting an SGP score"

At the bottom of the form, check off any of the areas that are relevant to the staff you are evaluating.

Guidelines for Conference Discussion

2.1 Practice
Using specific documentation (observation reports, teacher reflection, etc.) and citing specific evidence, identify and discuss:

☑ 1-3 areas of strength   ☐ 1-3 areas for improvement

2.2 Administrative Goals
Using completed Administrative Goals forms and supporting documentation (assessment results, etc.), discuss:

☑ Successes and challenges of Administrator Goals process   ☐ Steps to improve Administrator Goals for next year

☑ Lessons from Administrator Goals about teaching, student learning, and professional practice

2.3 Professional Development Plan
Discuss Strategies for improving performance next year

☑ Review successes and challenges on this year's PDP   ☑ Discuss the components and implementation of a Corrective Action Plan when warranted

☐ Identify areas of professional development linked to information from evaluation

2.4 Recommendation for upcoming school year:

☐ Recommended for non-renewal (non-tenured)   ☑ Placed on Instructional Improvement Plan (IIP) pending mSGP

☐ Recommended for tenure charges (tenured)   ☐ Placed on Corrective Action Plan

☐ Recommended for withholding of increment   ☐ Removed from Corrective Action Plan

Once you have entered all data and are 100% sure everything is complete, click the checkbox at the bottom to electronically sign.

Once the form is signed, the staff member being observed will now need to log in to view the form, check off the box indicating their approval of the scores and then sign off on the summative.

☐ By checking this box, I agree to the **SGO/PGO** scores entered by my administrator.

Step 9: To generate the summative PDF, click PRINT as PDF at the top of the form and select "Practice Observation Summative" the click PRINT.
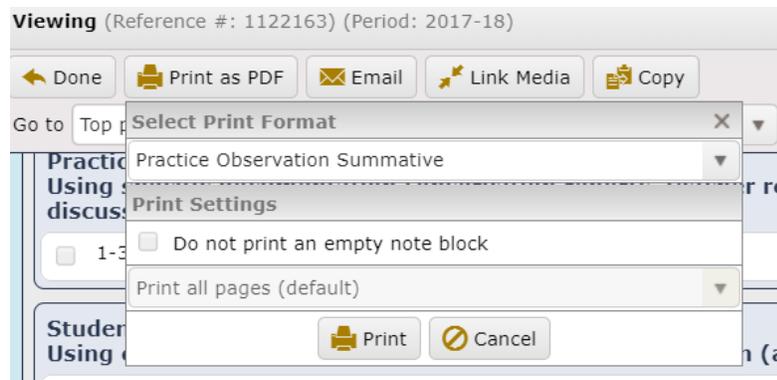
The PDF will be generated with all info added into this form and will automatically calculate the summative data from the Practice rubrics from Rounds 1, 2, 3 and CAP/IIP.