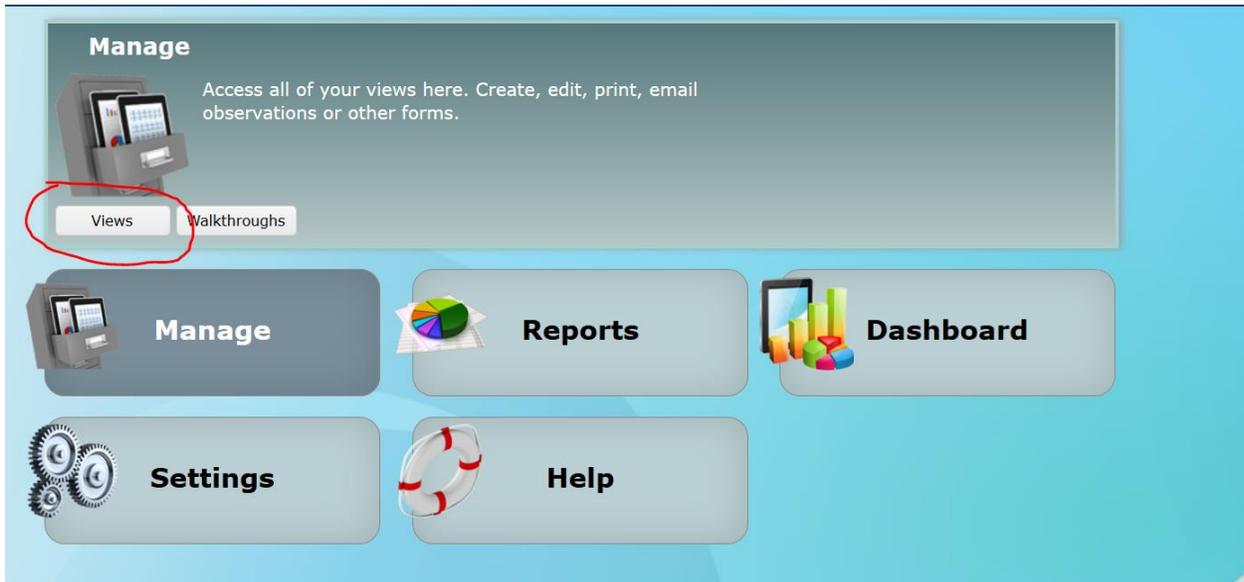


Completing an AP/VP or Principal Evaluation in eWalk

This is a step by step guide on how to complete a AP/VP or Principal evaluation using eWalk.

Step 1: Click on Manage – Views



Step 2: In the top menu, select the box for “AP/VP Observation and Evaluation” or “Principal Observation and Evaluation.”



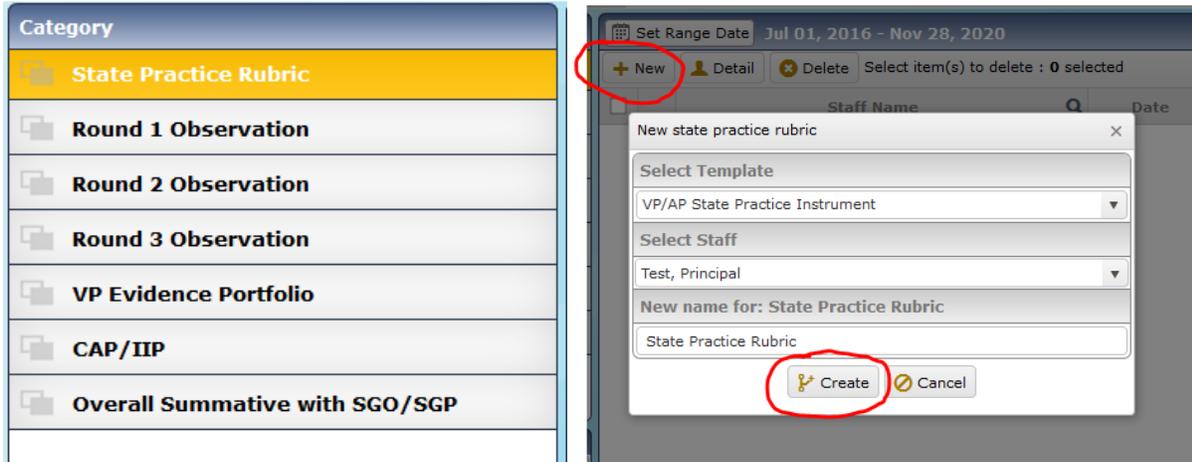
Step 3: Select the “site” where the staff member you will be evaluating is located. (Either Unit I, II or III Principals or Unit I, II or III VP’s)

The screenshot shows a software interface with a top navigation bar containing icons for 'Classroom Visitations & Support', 'Teacher Conference Forms', 'AP/VP Observation and Evaluation', 'Athletic Supervisor', and 'Athl'. Below this, a left-hand navigation pane has two sections: 'Category' and 'Select Site/Group'. The 'Category' section lists items like 'State Practice Rubric', 'Round 1 Observation', 'Round 2 Observation', 'Round 3 Observation', 'VP Evidence Portfolio', 'CAP/IIP', and 'Overall Summative with SGO/SGP'. The 'Select Site/Group' section has a dropdown menu open, listing options such as 'Unit I VPs', 'Unit II Principals', 'Unit II VPs', 'Unit III Principals', 'Unit III VPs', 'YES', 'YMA (Single Gender School)', 'Supervisors of Data Mentor', and 'Sunervisors of Intervention Teachers'. 'Unit I VPs' is highlighted in yellow. The main content area on the right features a 'Set Range Date' filter set to 'Jul 01, 2016 - Nov 28, 2020', buttons for '+ New', 'Detail', and 'Delete', and a table with columns for 'Staff Name' and 'Date'.

Step 4: Select the name of the AP/VP or Principal you will be evaluating.

SMITH, DERWIN W	0
Smith, Lavon	0
Test, Principal	0

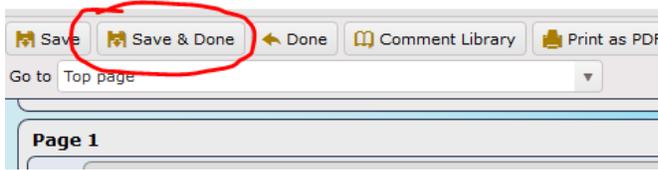
Step 5: Select the category for “State Practice Rubric” then click the NEW button and then CREATE in the box that pops up. (Note that for all categories only ONE (1) form can be created per person)



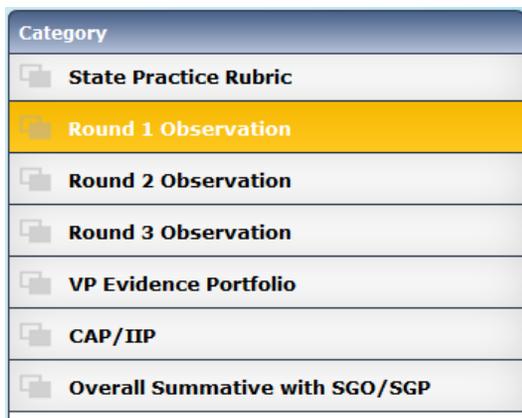
Check of the boxes of the rubrics to fill out the resulting form.

Domain 2: Executing the Evaluation System Effectively = 10%				
	Unsatisfactory	Progressing 1-2	Proficient 1-2	Exemplary
2A. Fulfilling Requirements of the Evaluation System - Always completes observations with fidelity to district and state requirements - Meets all evaluation deadlines and ensures that other administrators who report to the principal also do - Regularly coordinates and/or conducts "walkthroughs" of all classrooms in building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2B. Providing Feedback and Planning for Growth - Guarantees observation reports and annual performance reports provide thorough, personalized feedback aligned to components of evaluation rubric - Analyzes trends in evaluation and student learning data to guide targeted professional development	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2C. Assuring Reliable, Valid Observation Results - Leads calibration activities such as ongoing training, viewing instruction with other observers, and discussing shared understandings of effective classroom instruction - Completes State requirement for co- observing twice during school year; provides opportunity for all observers in school to share learning from co-observation experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2D. Assuring High-Quality Student Growth Objectives (SGOs) - Makes certain all teachers create rigorous, curriculum-aligned SGOs with specified methods of assessing achievement of goals - Ensures SGOs are recorded, monitored, and assessed accurately while enabling real-time learning from pursuit of objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Scoring	Total:	10 / 16	Percentage:	63%
			Average:	2.50

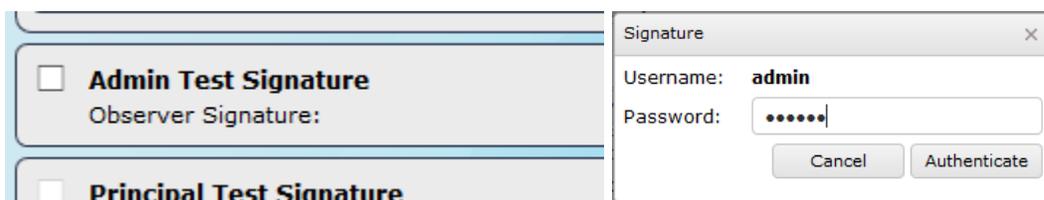
Once complete click SAVE & DONE at the top of the form.



Step 6: Select the category for “Round 1” and again click the NEW button and then CREATE in the box that pops up.



Fill out all parts of the form. 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.



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”.

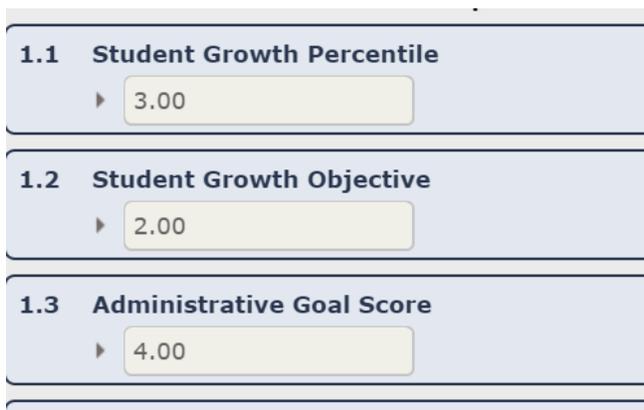
As before, Click NEW, only this time ensure that you select the correct form based on the Principal or AP/VP’s assignment.

There are 3 options for each type:

- Single Grade
- Multi Grade
- NT Grades

Ensure you select the correct type in order to be able to enter the correct information and produce the specific summative form for them.

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



The image shows a screenshot of a digital form with three distinct sections, each with a header and a corresponding input field. The first section is labeled '1.1 Student Growth Percentile' and contains a text box with the value '3.00'. The second section is labeled '1.2 Student Growth Objective' and contains a text box with the value '2.00'. The third section is labeled '1.3 Administrative Goal Score' and contains a text box with the value '4.00'. Each section is separated by a horizontal line, and the input fields are light yellow with a small arrow icon on the left side.

1.1 Student Growth Percentile	3.00
1.2 Student Growth Objective	2.00
1.3 Administrative Goal Score	4.00

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

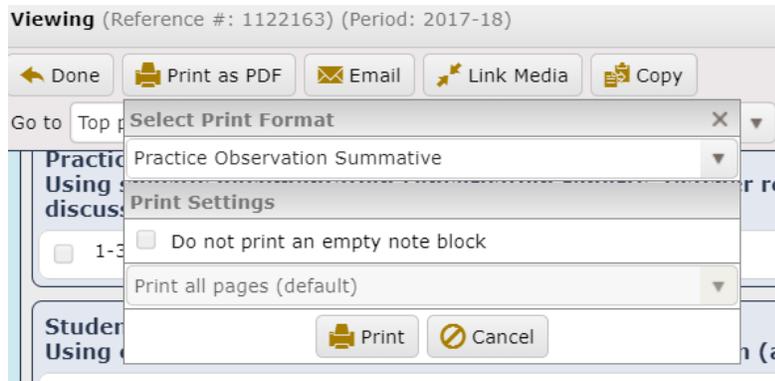
Guidelines for Conference Discussion	
2.1 Practice Using specific documentation (observation reports, teacher reflection, etc.) and citing specific evidence, identify and discuss:	
<input checked="" type="checkbox"/> 1-3 areas of strength	<input type="checkbox"/> 1-3 areas for improvement
2.2 Administrative Goals Using completed Administrative Goals forms and supporting documentation (assessment results, etc.), discuss:	
<input checked="" type="checkbox"/> Successes and challenges of Administrator Goals process	<input type="checkbox"/> Steps to improve Administrator Goals for next year
<input checked="" type="checkbox"/> Lessons from Administrator Goals about teaching, student learning, and professional practice	
2.3 Professional Development Plan Discuss Strategies for improving performance next year	
<input checked="" type="checkbox"/> Review successes and challenges on this year's PDP	<input checked="" type="checkbox"/> Discuss the components and implementation of a Corrective Action Plan when warranted
<input type="checkbox"/> Identify areas of professional development linked to information from evaluation	
2.4 Recommendation for upcoming school year:	
<input type="checkbox"/> Recommended for non-renewal (non-tenured)	<input checked="" type="checkbox"/> Placed on Instructional Improvement Plan (IIP) pending mSGP
<input type="checkbox"/> Recommended for tenure charges (tenured)	<input type="checkbox"/> Placed on Corrective Action Plan
<input type="checkbox"/> Recommended for withholding of increment	<input type="checkbox"/> 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 AP/VP/Principal 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've reviewed the scores entered above 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 State Rubric and the Practice rubrics from Rounds 1, 2, 3 and CAP/IIP.