#### Frontline Evaluation and Evaluation Process

for the West Linn-Wilsonville SD Administrators

## Probationary/Temporary Evaluation Timeline

- Probationary/Temporary Educators
  - By October 15 Goals are entered in Frontline
     Evaluation Goal Setting Form
  - By December 1 Two short focused observations and One formal observation completed
  - By February 1 Third short focused observation, Summative Evaluation, and Professional Growth Summary Form completed

# **Contract Evaluation Timeline**

- Contract A or B Educators\*
  - By October 30 Goals are entered and submitted in Frontline Evaluation Goal Setting Form
  - By December 1 One short focused observation and Ongoing walkthroughs with feedback
  - By May 1 One additional short focused observations, One Formal Observation, Summative Evaluation, and Professional Growth Summary Form completed

# Questions

- Who is receiving a Summative Evaluation for the 2019-2020 School Year?
  - Contract B Teachers
  - Probationary Teachers
  - Temporary Teachers
- Who receives a Professional Growth Summary Form for the 2019-2020 School Year?
  - All Licensed Staff

# Questions

- When is the Summative Evaluation and Professional Growth Summary Form due?
  - Probationary By March 1, 2020
  - Contract A (PGS Form) By May 15, 2020

- Contract B - By May 1, 2020

- Is there a quick way to view specific staff information?
  - Detail View, allows you to search for all Probationary staff, Temporary or Contract A or B staff.
  - Process View, lists all of your building staff and you can view each educators progress in their individual folders.

# Questions

- Is there an efficient way to see what is awaiting finalization, without having to open each teacher's file?
  - Yes, as long as you are assigned to your staff members before they submit their goal setting form, you will receive an email notifying you to go in and finalize.
- When I complete an observation but do not use the form embedded in the system, what should I be putting into system?
  - Ideally, we recommend sending the observation to the teacher and have them upload the observation into their artifact file.

#### How to Navigate Frontline Evaluation

• Process View

This is the screen when you first login to Frontline PD and Evaluation. There are menu options on the left of the page to navigate around the system.

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To enter the Evaluation module, where you will view employee's goal setting forms and complete their evaluations, click on the "Evaluations" link.

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Once on the Evaluation option click on the "Process View" menu option on the right of the menu that appears under the Administration heading. This takes you to your staff list and their evaluation documents.

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In the process view, each building staff list is presented in alphabetical order followed by their Evaluation Type, Evaluation Period, and Progress on the current evaluation cycle. When you highlight one of the teachers their evaluation documents appear on the bottom half of the screen.

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To view the Goal Setting Form you would first click on the "+" plus sign to the left of the folder name. When the folder opens you click on the table icon to view the form.

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To view the Evaluation Rubric you would first click on the "+" plus sign to the left of the folder name. When the folder opens you click on the table icon to view the form.

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Once inside the Evaluation Rubric, the administrator is able to highlight fields for each dimension and subdimension.



#### When the evaluation is complete, click the "Submit" button on the bottom of the form.

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After the evaluation rubric is submitted, it will say "Awaiting Acknowledgement." This means the educator needs to login to Frontline and acknowledge the evaluation rubric. The same process will occur with the Professional Growth Summary Form. Please do not finalize (the Thumbs Up icon) until the forms are acknowledged.

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To view or upload documents to a teachers artifact file, click on the paper icon at the far right of the teacher's listing. It is called the Evaluation Portfolio.

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In the Evaluation Portfolio, you are able to view prior year evaluations and any documents uploaded into the Artifact files. To access either tool click on the "+" plus sign on the far right.

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After selecting the plus sign for the Artifact Files this screen open. To add an Artifact to a teacher's file you will click on the green plus sign that says "Upload."

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After selecting the green plus sign to "Upload" this screen pops up. You can enter a title for the document, align it to the rubric for the teacher evaluation and then upload the file. The system will automatically date and time stamp the file.

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## **Frontline Evaluation**

 If you experience any issues or have questions on the Evaluation system, please contact Shyla Waldern at <u>walderns@wlwv.k12.or.us</u> or 503.673.7095