

Springfield Public Schools
Evaluation Platform

Guidebook for Educators



Unified Talent™
Perform

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Introduction to the Evaluation Process

Strategic Plan Focus Area Two: Empowered and Effective Teachers, Leaders and Support Personnel

The evaluation process supports the District's Strategic Plan Focus Area Two: Empowered and Effective Teachers, Leaders and Support Personnel, Goal 1: Create a culture that empowers employees and provides each student access to a qualified and effective teacher in every classroom, an effective principal in every school and an effective employee in every position. By providing effective feedback and incorporating best practice into our evaluation process, we can support ongoing growth, development and improvement of our employees.

Evaluation Expectations: Board Policies GCN and GDN

Evaluation of an employee's job performance is an ongoing process that focuses on providing regular feedback to support ongoing growth, development and improvement. Performance evaluation is based on an employee's assigned job duties, as well as other job-related criteria. To ensure high quality professional staff performance and to advance the instructional programs of the District that ensure student achievement, the BOE requires a program of comprehensive, performance-based evaluations for each professional staff member it employs. The evaluation shall be ongoing and of sufficient specificity and frequency to provide for demonstrated standards of competency and academic ability. The development of a strong, competent support staff and the maintenance of high morale among the staff are major objectives of the BOE. All employees will be provided guidance by their immediate supervisors in performing these duties satisfactorily. All supervisors and/or principals will complete a written evaluation on all support staff under their supervision.

Evaluation Platform/Processes Background: Prior to the 2020-2021 school year, there was not a system-wide evaluation platform or strategic process in place to evaluate all SPS employees. Some employees were evaluated utilizing the Randa Tower platform. Others were completed outside this platform and a copy of their evaluation was to be submitted to HR to be uploaded to the employee's personnel file on an annual basis. Perform (evaluation platform within PowerSchool- TalentEd), was BOE approved for purchase in November 2019 with the recommendation to have full implementation of evaluations for all employees. Randa Tower, the District's current evaluation platform (for certified and some classified positions), will no longer be available July 1, 2020.

Perform Implementation: A pilot team, composed of members of ELT, building leaders and

special education received training and piloted to provide feedback prior to district-wide implementation during the Spring of 2020. Evaluation forms and processes from Randa Tower were built into the Perform platform. No changes were made to the evaluation tools for certified employees, just the platform has changed. All evaluation data from Randa Tower will be retracted and is expected to be accessible within Perform in the near future.

Software Functionality

Perform is a component of PowerSchool- Unified Talent. Currently, our District has Recruit/Hire (Applicant Tracking), Records and Perform that are all components of PowerSchool- Unified Talent (formally known as TalentEd). PowerSchool- Unified Talent platforms are sync'd with MUNIS (our HRIS system). Therefore, all active employees (in MUNIS) will be sync'd with their information in Records & Perform. This includes the individual's name, employee ID number, job class, position title, location, supervisor, etc. Evaluations in Perform are assigned by their identified Job Class in MUNIS. The direct supervisor listed in MUNIS will be the direct supervisor in Perform. For fidelity of the system, we must maintain consistency district wide on the identification of "direct supervisor." Direct supervisor can "assign" another supervisor to complete the evaluation for the employee, as appropriate and approved by the direct supervisor's ELT leader. For example, a high school building principal can "assign" a select group of teachers to an assistant principal to evaluate (the whole evaluation process- growth plan, feedback forms, summative or just individual tasks within the process). If a direct supervisor "assigns" an evaluation process or task to another supervisor, he/she will still have access to their staff's evaluation process (and "tasks" assigned within that process).

PowerSchool- Unified Talent: Perform Resources

1. **Logging into Perform-** Once you are logged into Records, you can toggle over to Perform in the upper right hand corner of the screen. In addition, you can log in by either of the following:
 - a. Perform Log-In- same as username/password to log into device/email.

OR

 - b. Step by Step:
 - Go to sps.org
 - Click on "Staff" at the bottom right hand side.
 - Click on "Perform" under "Power School" (TalentEd)
 - Log in (same username/password used to log into your device/email)

***Note:** If you have difficulty logging in: [Log-In Support for Employees](#)

2. **Perform Training Materials** (PowerSchool- TalentEd)- to provide general overview:
- For Direct Reports (Employees being evaluated):
 - [Intro to Perform](#) Video from Dr. Liz Cooper, Director of Human Resources
 - [Getting Started with Perform- Evaluation Process- Teacher \(Educator\)](#)
 - [Perform- Direct Report Quick Start Guide](#) (“Direct Report” is individual being evaluated)
 - [Video Tutorial: Log Into Perform](#)
 - [Growth Plan- Beginning of the Year Tutorial](#) (step by step directions on how to enter in Perform)
 - [Educator Observation Tool \(Walkthrough\)- Educator’s Process-](#) tutorial for direct reports on how to view form and enter comments once an observation has been completed and feedback has been shared with you.
 - [Teacher Evidence Folder](#)
 - [Teacher Quick Start Guide](#)
 - Teacher Training Video:
<https://performancematters.wistia.com/medias/hcobo3xvd0>

Perform Evaluation Processes- Specific to SPS

Evaluation Processes in Perform

- **Evaluations in Perform-** At the beginning of each school year, the Human Resources Department will assign an evaluation process to employees who are evaluated using the Perform platform. Based on their Job Class in MUNIS, the appropriate evaluation process is assigned. An “evaluation process” consists of tasks which may include forms or procedures associated with the evaluation. This may include a Growth Plan, feedback form(s), summative, etc. The evaluation process is visible to the supervisor. The forms that are responsible for the educator or employee to initiate//complete will be visible to the educator/employee (ex: Growth Plan- Beginning of the Year). .
 - Evaluation in Perform (as of Aug. 10, 2020):
 - Educator
 - Counselor
 - Librarian
 - Library Clerical
 - SPED Process Coordinator
 - School Psychologist
 - Educational Diagnostician

- ECSE Assessment Team
- Instructional Technologist
- ISS
- Speech Language Pathologists
- Also have a SPS Exempt & Non-Exempt evaluation available for other positions and may be assigned based on supervisor’s request for positions outside the ones listed above.

Growth Plans & Professional Improvement Plans

- ***Growth Plan:*** The primary purpose of the teacher evaluation is to promote growth. Therefore, the acquisition and application of new learning and skill is essential for turning opportunities for growth into outcomes and results. All employees should have a growth plan in place each year. The primary purpose of the Educator Growth Plan is to identify and capitalize on growth opportunities.
- ***Professional Improvement Plan:*** When there are identified areas of concern, a professional improvement plan may be implemented to provide additional support/feedback. The focus of the Improvement Plan is on intervention for areas of concern that require immediate attention. The Educator Improvement Plan targets very specific standards, indicators and actions that must be improved within a specific timeline. It is a collaborative process between teacher and evaluator- as one as one of direction and guidance from the evaluator requiring the achievement of certain outcomes in a timely fashion.

Human Resources Annual Processes & Maintenance

- By August 17, Human Resources will assign the evaluation process to employees who are evaluated using the Perform platform.
- Automation- After Aug. 17th, any new hires should automatically be assigned an evaluation process within a week of their first day of work (if after the school year begins).
- Employees changing positions during the year- a new evaluation process will be assigned if their new position has a different evaluation tied to the position. Their previous evaluation process will need to be “removed” by the Human Resources Department- but any tasks that had been completed up to the removal of the process, will remain visible in their evaluation files.

Regular, Consistent Feedback

- **District Minimum Feedback Expectations:**
 - 1-2 year Probationary Teachers (individuals serving in a position that requires a DESE teaching certificate), should have 8 feedback forms entered per year.

- 3-5 year Probationary Teachers (individuals serving in a position that requires a DESE teaching certificate), should have 5 feedback forms entered per year.
- Tenured on cycle, should have 4 feedback forms entered per year.
- Tenured off cycle, should have 2 feedback forms entered per year.

Evaluation Process Timelines

- **Overall Timelines:**
 - ***Growth Plan- Beginning of the Year*** (by Nov. 1 or earlier, as directed by supervisor)- all employees who have a Growth Plan- Beginning of the Year in their evaluation process.
 - Resources
 - - [Indicator Selection for Growth Plans \(2021-2022\)- DRAFT](#)
 - [Indicator Selection for Growth Plans \(2020-2021\)](#)
 - [Resources](#) (Growth Guides & More)
 - CANVAS Course: SPS Educator Evaluation System (this training has been in place since we implemented our current educator evaluation process. The content/process is the same- just new platform (Perform instead of Randa Tower).
 - Direct Report (individual being evaluated) initiates the form
 - Completes the BOY questions and/or enters self reflection ratings (pending on evaluation process tasks) after reviewing the Growth Plan tied to the position
 - [Growth Plan- Beginning of the Year Tutorial](#) (step by step directions on how to enter in Perform)
 - Direct Supervisor meets/review with teacher
 - Submit/Sign off
 - ***Regular Feedback-***
 - ***Indicator Feedback Forms:*** Supervisors will utilize the feedback forms that are provided for the assigned evaluation process to provide feedback to employees throughout the year.
 - ***Monthly Walkthroughs-*** Monthly Walkthroughs (Aug/Sept, Oct., Nov., Dec/Jan., Feb. March)- ideally, supervisors will complete a minimum of 6 walkthroughs throughout the year.
 - [Educator Observation Tool \(Walkthrough\)- Educator's Process](#)- tutorial for direct reports on how to view form and enter comments.

- **Important Reminder-** Employees who are being evaluated should be provided timely feedback (ideally within 24 hours). Once the feedback is provided (ex: on Indicator Feedback Form), if the employee would like to add comments/respond, should do so within 5 business days before the form is “finalized.”
- **Growth Plan- End of Year**
 - Probationary certified teachers Certified employees **are due March 1.**
 - Classified employees and certified (tenured- on or off cycle) **are due May 15th.**
 - Resources
 - **Resources** (Growth Guides & More)- refer to your position’s Growth Guide (Educator, Counselor, Leder, Librarian, etc.), as applicable. Find Standard/Indicator used for Growth Goals and review each column (ex: Emerging, Developing, Proficient and Distinguished- for Evidence of Commitment, Evidence of Practice, Evidence of Impact) for EOY effectiveness rating. Must meet all criteria in the column to be provided an effective rating associated with that column’s effectiveness rating.
 - CANVAS Course: SPS Educator Evaluation System (this training has been in place since we implemented our current educator evaluation process. The content/process is the same- just new platform (Perform instead of Randa Tower).
 - Direct Report (individual being evaluated) initiates the form
 - Completes the EOY questions and/or enters self reflection ratings (pending on evaluation process tasks) after reviewing the Growth Plan tied to the position (to identify “score” and has artifacts/evidence to support “score”/rating).
 - When finished, click on “Submit” and it will be routed to the direct supervisor for review and to have an End of the Year Growth Plan meeting. If not finished, click on “Save Progress.”

- [Growth Plan- End of the Year Tutorial](#) (step by step directions on how to enter in Perform)
 - Direct Supervisor meets/review with teacher
 - Submit/Sign off
- **Summative**
 - [Summative- Direct Report Signature](#) (how to “sign off” after direct supervisor has met with employee and then “submits” in Perform to finalize with their signature).
 - ”Teachers” (positions that DESE requires a teaching certificate- ex: counselors, teachers, librarians), receive a summative while they are probationary (first 5 years), new to the position/location (transferred schools) or on a professional improvement plan. Once reached tenure status- once every 5 years unless they transferred (get a summative that year) or on a PIP. Refer to PBTE codes. Instructional Techs. also follow this evaluation cycle.
 - All other positions & classified positions (positions that DESE does not require a teaching certificate), which also include the following positions, receive an annual evaluation.
 - Speech Language Pathologists (SLPs) are being evaluated annually now, as well as other therapists (OTs and PTs).
 - Process Coordinators
 - School Psychologists
 - Educational Diagnostician
 - SLPs
 - OTs
 - PTs
 - ECSE Assessment Team
 - **Deadlines:**
 - Probationary certified teachers Certified employees **are due March 1.**
 - Classified employees and certified (tenured- on or off cycle) **are due no later than May 15th.**