

Appendix H: Helpful Hints

Video Recording

1. Record video as many times as needed to hand into administrator. Before filming the teacher needs to record 30 sec intro containing your name, what you are teaching and your learning goals.
2. Teacher may elect to do trial video run to get students used to video as well as sound and picture quality. May want to export short video to computer for trial as well.
3. Video **MUST CONTAIN**:
 - Posted Learning Goal- Zoomed in to read
 - All 4 walls
 - Student work- Zoomed in
 - Follow the teacher around room so you can hear even in small group.
4. Teacher may collaborate with other personnel to assist in filling in Form A.
5. Teacher may elect to add timestamp of video evidence in video submission.
6. Submit via flash drive or DVD; Submit Form V with each submission.

Post-Conference with Evaluator

1. Evaluator watches the video and applies the teacher observation rubric (Form C) as a **formative assessment**. This score is used to help the teacher gauge areas of strength and areas for improvement. Evaluator will fill in first column of Form D: Teacher Report Card.
2. Utilize the timestamp feature from video submissions will be beneficial to the evaluator and teacher as evidential support.

Evidence Collected:

1. The teacher begins to build a portfolio of artifacts that demonstrate that they are working toward development of the 2 identified goals. The only required artifacts are Required Artifacts:
 - a. Initial Observation and Goal-Setting Instrument (Form B),
 - b. Observation Rubrics- All (Form C),
 - c. Evaluative Walk-Through Forms (Appendix D- minimum 2)
 - d. (See Appendix E for additional Artifact Options)

Final Evaluation

1. Teacher will record a new video of a lesson, submit new Form V.
2. The evaluator will review the lesson, look through the teacher's portfolio and complete a rubric with a focus on the goals that the teacher has identified from form B.
3. Both parties need to agree on the score for Student Growth Measure as determined from Appendix F. If a teacher is not satisfied with their scores, the teacher may submit a rebuttal.
 - a. Review will only be seen if disputed score drops the teacher's Final Summative Rating a level lower.
 - b. If disagreement after discussion, the administrators score is final, the teacher may attach a rebuttal and any artifacts to support their reasons.
 - c. PGT will request submission of evidence from the evaluator if the case will be reviewed.
4. Together scores will be calculated and a score will be given out of 100.
5. The teacher's score will determine the next course of action for the teacher's development plan with the option of carrying goals over to the next school year, selecting new goals or a professional development plan (bottom of Report Card).