

Understanding Bubbles & Bars for Special Areas Educators

BUBBLES

Under the Evaluations tab, status bubbles can be used to monitor the progress of Educators' evaluations. The number of bubbles and labels that appear vary based on the Educator's contract and evaluation level.

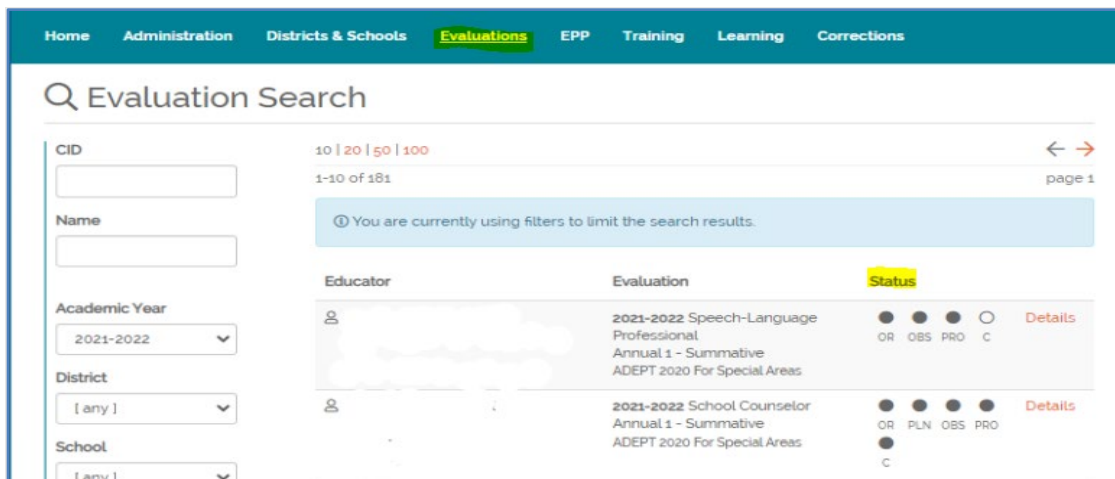


Image of Evaluations Tab/Evaluations Search Page

The status bubbles represent progress (half-filled) or completion (fully filled) of an evaluation component.

- OR for Orientation
- SG for Student Growth and Professional Goals
- PLN for Plan
- OBS for Observations
- PRO for Professionalism
- C for Evaluation Completed

Hover your mouse over the letters below the status bubbles to know what the bubbles represent. To monitor evaluation progress efficiently, it is important to understand when the bubbles become partially filled (half filled) or fully filled.

ORIENTATION: This status bubble fully fills once the Educator signs. An Educator-signed orientation activates the evaluation record in SCLead.org. A fully filled "OR" status bubble means the Evaluator and Educator can enter data in SCLead.org for that evaluation record.

STUDENT GROWTH & PROFESSIONAL GOALS: This status bubble appears only for some evaluation levels and contract levels (LOA-Formative, Annual-GBE and Continuing-GBE). This status bubble tracks progress of the Professional Goal entered for Speech-Language

Professionals and School Librarians. This status bubble tracks progress of the Student Growth Goal and/or Professional Goal for School Counselors.

This status bubble partially fills once Student Growth Goal or Professional Goal data/information is entered under the Preliminary Conference section and signed by either the Educator, the Evaluator with appropriate permissions, or Evaluator Chair/Principal.

This status bubble fully fills once the Student Growth Goal/Professional Goal data/information is entered and the Preliminary Review, Mid-Year Review and Final Review sections are signed by the Educator AND the Evaluator or Evaluator Chair/Principal.

Note that multiple entries for Student Growth Goal/Professional Goals would require each of the entries to have the Preliminary Review, Mid-Year Review and Final Review sections signed by the Educator AND the Evaluator or Evaluator Chair/Principal.

PLAN: This status bubble only appears for School Counselor and School Librarian in certain evaluation levels and contract levels (Induction-Formative, Annual Summative, and Continuing Formative). This status bubble partially fills if either the Educator or Evaluator signs any of the forms under Plan. This status bubble fully fills once the Educator and Evaluator sign all the sections of the plan.

OBSERVATION: This status bubble partially fills once an observation is entered and signed by the Evaluator. This status bubble fully fills once all required observations have been entered and signed by the Evaluator.

PROFESSIONALISM: This status bubble partially fills once the Professionalism Review section has either a Preliminary Review or Final Review entered and signed by the Evaluator OR Educator.

This status bubble fully fills if either:

- The last entry for the Final Review under the Professionalism Review section is added and signed by the Educator AND the Evaluator or Evaluator Chair; or
- Professionalism Review section's latest Final Review is added and signed by the Principal.

COMPLETION: This status bubble fully fills once the Evaluation is completed. An evaluation is deemed completed when all of the following are done:

- The requirements as described in the blue informational message on the Results page are met, including appropriate signatures as described in previous paragraphs and
- The Results page has Final Evaluation Ratings, Recommendations for Next Year, Signatures of Evaluation Chair/Principal, AND District Administrator (if Principal has no completion rights); and
- The Completion box is marked completed by
 - The District Administrator; or

- The Principal with Completion Rights; or
- The auto-complete feature for GBE evaluations. *See Auto-completion.

***Auto-completion:** This feature completes all eligible open evaluations for the current academic year for Classroom-Based Teachers, School Counselors, Librarians, and Speech Language Professionals who are on a Continuing contract with a GBE evaluation. Auto-completion sets Overall Status and/or Recommendations for the evaluations as *(Continuing GBE/Met/Rehired)* if not already set.

BARS

Inside each evaluation record, you will find the Status Bars on the Status Page.

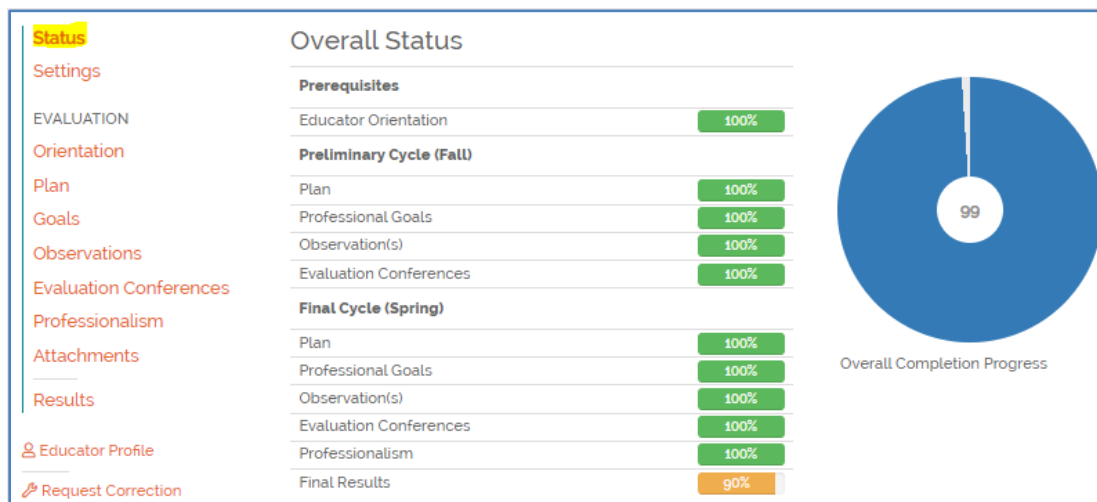


Image of Evaluation Status Page

EDUCATOR ORIENTATION: This bar fully fills to 100% once the Educator signs. The educator's signature on the orientation activates the evaluation record in SCLead.org. A 100% status bar means the Evaluator and Educator can enter data in SCLead.org for that evaluation record.

PLAN: This status bar only appears for School Counselor and School Librarian evaluations in certain evaluation levels and contract levels (Induction-Formative, Annual Summative, and Continuing Formative).

The Preliminary Cycle (Fall) Plan status bar partially fills if either the Educator, Evaluator Chair/Principal signs the Preliminary Approval Conference section or signs the Preliminary Evaluation Conference section of the Plan. The Preliminary Cycle (Fall) status bar fully fills once the Educator and Evaluator Chair/Principal sign the Preliminary **Approval** Conference section of the Plan and the Preliminary **Evaluation** Conference section of the plan.

The Final Cycle (Spring) Plan status bar partially fills if either the Educator or Evaluator Chair/Principal signs the Final Evaluation Conference. The Final Cycle (Spring) Plan status bar fully fills once the Educator and Evaluator Chair/Principal sign the Final Evaluation Conference.

STUDENT GROWTH & PROFESSIONAL GOALS: This status bar appears only for some evaluation levels and contract levels (LOA-Formative, Annual-GBE and Continuing-GBE). This status bar tracks progress of the Professional Goal entered for Speech-Language Professionals and School Librarians. This status bar tracks progress of Student Growth Goal and/or Professional Goal for School Counselors.

PRELIMINARY CYCLE (FALL) PROFESSIONAL GOALS. The percentage on the bar varies based on the number of Professional Goals entered. The bar fully fills to 100% if the following are done for each Professional Goal added:

- Some or all data (Goal Name, Professional SMART Goal, Goal Strategies, Goal Outcome, Goal Evidence, How Goal Affects Student Growth, Indicators) are entered under the Professional Goal.
- The Preliminary Review is signed by the Educator AND the Evaluator or Evaluator Chair/Principal.

FINAL CYCLE (SPRING) PROFESSIONAL GOALS. The percentage on the bar varies based on the number of Professional Goals entered. The bar fully fills to 100% if the following are done for each Professional Goal added:

- The Educator and Evaluator Chair/Principal sign the Mid-Year Review
- The Educator and Evaluator Chair/Principal sign the Final Review.

PRELIMINARY CYCLE (FALL) STUDENT GROWTH GOALS (*Only applicable for School Counselor evaluations*). The percentage on the bar varies based on the number of Student Growth Goals entered. The bar fully fills to 100% if the following are done for each Student Growth Goal added:

- Some or all data (ex: Rationale, SMART Goal, Indicators, Collaboration, Lesson Planning, Planned Activities/Strategies/Interventions by School Counselor) are entered under the Student Growth Goal.
- The Preliminary Review section of the Student Growth Goal is signed by the Educator AND the Evaluator or Evaluator Chair/Principal.

FINAL CYCLE (SPRING) STUDENT GROWTH GOALS (*Only applicable for School Counselor evaluations.*) The percentage on the bar varies based on the number of Professional Goals entered. The bar fully fills to 100% if the following are done for each Professional Goal added:

- The Educator and Evaluator Chair/Principal sign the Mid-Year Review; and
- The Educator and Evaluator Chair/Principal sign the Final Review.

PRELIMINARY CYCLE (FALL) OR FINAL CYCLE (SPRING) OBSERVATION(S). The percentage on the bar varies based on the number of observations entered. The bar fully fills to 100% if the following are done:

- All required and additional (if any) observations must have Educator and Observer signatures;
- All entered observations are completed (Signed by Evaluator and Observer) by minimum required observers; and
- All Consensus Meetings are signed by the Educator, ALL Evaluators AND Evaluator Chair/Principal.

PRELIMINARY CYCLE (FALL) OR FINAL CYCLE (SPRING) EVALUATION CONFERENCES: This bar fully fills to 100% once the following are done on the Evaluation Conferences Page:

- Scoring entered and signed by all Observers

PROFESSIONALISM: This bar fills to 100% once the Professionalism Review section has the latest entered Final Review signed by the Educator AND Evaluator, or Evaluation Chair/Principal.

FINAL RESULTS: This bar fills to 100% once the following are done on the Results Page:

- The requirements as described in the blue informational message on the Results page are met, including appropriate signatures as described in previous paragraphs and
- The Results page has Final Evaluation Ratings, Recommendations for Next Year, Signatures of Evaluation Chair/Principal, AND District Administrator (if Principal has no completion rights); and
- The Completion box is marked completed by
 - The District Administrator; or
 - The Principal with Completion Rights; or
 - The auto-complete feature for GBE evaluations. *See Auto-completion.

***Auto-completion:** This feature completes all eligible open evaluations for the current academic year for Classroom-Based Teachers, School Counselors, Librarians, and Speech-Language Professionals who are on a Continuing contract with a GBE evaluation. Auto-completion also sets Overall Status and/or Recommendations for the evaluations as *(Continuing GBE/Met/Rehired)* if not already set.