



Close App

Active links

Practical Solutions For Educators

Touch to request the registration number after you purchase the program.

Add registration information

Principals- go to teacher database
New- create a new observation
Narrative Observation- go to list of narrative observations.

Schedule of upcoming observations. **Red** names indicate the observation is scheduled for the current day. Touch the > to create a new form or to view the most recent form.

Enter the principals that you will be observing.

Return to previous screen View forms for the selected school year Enter date and time for next observation.

Principal Database						
Summative	Evidence	First Name	Last Name	Email	Obs Date	Obs Time
Accomplished	Evidence	John	Doe	john@email.com	11/27/12	11:01 am
	Evidence	Roy	Gordon	roy@email.com	12/01/12	10:25 am

Go to Summative form.

Go to additional evidence. Red indicates evidence has been entered.

Touch a heading to sort by the heading.

Narrative Observation list

Observations							
Principals	Date	I	D	P	A		
John Doe	11/23/12	Accomplish	4	2	2	2	>
John Doe	11/23/12	Proficient	4	3	5	6	>

Touch > to go to the observation

Overall rating for the observation

Summary of rubric scores from the observation

Edit Buttons

Touch to edit tab headings

Automatic code to be added to the beginning of the item inserted into the narrative.

Edit buttons on this layout. Enter items under each tab. You can store 24 items under each tab.

If the second character is a colon (:), the automatic code will not be added when the item is inserted into the narrative.

Enter headings for each of the tabs

Enter characters or text for the key shortcuts

OTES Rubric Scoring

Select a heading for the rubric

Generate report

Select an item by touching the item on the right side.

Then touch one of the two score boxes to insert the code for the item.

If the item is too large to view, touch the number to see the complete item.

Item ID	Item Description	Score	Item Description
1.2.1	S1: Sample Std 1 item		1 Principal may know current research on instruction, but fails to communicate it clearly in a usable way to staff.
2.3.4			
1.3.3	S1: Sample Std 1 item		2 Principal shares current research and theory on effective schooling.
2.3.4			
1.4.2	S2: Sample Std 2 item		3 Principal keeps informed and shares current research and theory on effective schooling.
2.6.1			
2.2.4	S3: Sample Std 3 item		Principal engages staff in identifying and discussing research and theory that support the academic needs of students.
2.6.4			
			5 Principal facilitate

Generated Report

Roy Gordon 11/27/2012 PDF

1. Continuous Improvement Ineffective: 1 Developing: 1 Proficient: 1 Accomplished: 0

2. Principals lead the process of setting, monitoring and achieving specific and challenging goals that reflect high expectations for all students and staff.

1. Ineffective 1

3. Principals lead the change process for continuous improvement.

3. Proficient 1

4. Principals anticipate, monitor, and respond to educational developments that affect school issues and environment.

2. Developing 1

2. Instruction Ineffective: 1 Developing: 0 Proficient: 0 Accomplished: 4

2. Principals ensure instructional practices are effective and meet the needs of all students.

4. Accomplished 1

3. Principals advocate for high levels of learning for all students, including students identified as gifted, students with disabilities and at-risk students.

4. Accomplished 2

6. Principals support staff in planning and implementing researchbased professional development.

1. Ineffective 1

4. Accomplished 1

Totals

1. Ineffective	2	Overall Rating: Proficient
2. Developing	1	
3. Proficient	1	
4. Accomplished	4	

View, print, PDF or email the form

Proficiency on Standards 50%	Ineffective	Developing	Proficient	Accomplished
Performance Rating (Holistic Rating using Performance Rubric)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Areas of reinforcement/refinement:				
Student Growth Data 50%				
	Below Expected Growth	Expected Growth	Above Expected Growth	
Student Growth Measure of Effectiveness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Areas of reinforcement/refinement:				
Final Summative (Overall) Rating (calculated using look-up table)				
	Ineffective	Developing	Proficient	Accomplished
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select the Cumulative Rating and Student Growth Measurement

Final Summative Rating will automatically calculate after entering the cumulative rating and student growth measurement.

Check here if Improvement Plan has been recommended. If a rating of Ineffective is earned in any of the components, an Improvement Plan should be developed and implemented in that area. If student growth is below expected level, an Improvement Plan should be developed and implemented. An improvement plan may be implemented at any time.

Touch to add a signature

	11/27/2012		11/27/2012
Principal Signature	Date	Evaluator Signature	Date

The principal and evaluator will sign the **Summative Evaluation of Principal Effectiveness** to indicate that the rating has been shared and discussed. An Improvement plan is developed when the principal's performance in one or more areas is scored as Ineffective or their final summative rating performance is Ineffective. An improvement plan is developed when student growth measures are below expected growth. The principal may provide additional information to the evaluator within 10 working days of receipt of this form. The Improvement Plan should be attached to this form.

Narrative Observations

11/28/2012	Accomplished	Ineffective: 4	Developing: 2	Proficient: 0	Accomplished: 0
11/26/2012	Developing	Ineffective: 2	Developing: 0	Proficient: 3	Accomplished: 4
11/26/2012		Ineffective: 0	Developing: 0	Proficient: 0	Accomplished: 0

View history of all collected data needed to determine the final summative rating.

Other Evidence

Std	Rtg	Evidence	Ineffective: 1	Developing: 1	Proficient: 1	Accomplished:
4	1	sample evidence can be entered in this section.				
1	3	sample evidence				