

Union County Educational Services Commission Frontline Quick Start Guide - Summative Evaluations for Certified Staff April, 2022

The screenshot shows the 'Employee Evaluation' system interface. At the top, there's a header with 'Employee Evaluation' and 'formerly MLPOASY'. To the right are links for 'Print Screen', 'Help', 'Sample Teacher', and 'Logout'. Below this is a purple navigation bar with 'Union County Educational Services Commission' and a 'LearningPlan' button. On the left is a 'Professional Development' sidebar with options: 'My Info', 'My Evaluations', 'My Personal Goals', 'Account Options', 'My User Profile', and 'Change Password'. The main content area is titled 'My Evaluation - Sample Teacher'. It shows 'Scheduled Components' as 'None' and 'Action Required' with two items: 'Summative Reflection Form - Teacher - Summative Reflection Form Artifacts' and 'PDP, PD Log Summative Artifacts - Summative Reflection Form Artifacts'. Both items have a status of 'awaiting form submission' and an action to 'Open' the respective form. Red arrows point from the sidebar to the first item, and from the second item to the 'Open' link. Below the screenshot, two steps are listed: 'Step 1: Answer & Submit Reflection Questions' and 'Step 2: Upload PDP and PD Log for 2016-17'.

Employee Evaluation
formerly MLPOASY

Print Screen | Help | Sample Teacher | Logout

LearningPlan

Union County Educational Services Commission

Professional Development

- My Info
- My Evaluations
- My Personal Goals
- Account Options
- My User Profile
- Change Password

My Evaluation - Sample Teacher

Scheduled Components

None

Action Required

Summative Reflection Form - Teacher - Summative Reflection Form Artifacts
Status: awaiting form submission
Action: Open Summative Reflection Form - Teacher - Summative Reflection Form Artifacts form for submission

PDP, PD Log Summative Artifacts - Summative Reflection Form Artifacts
Status: awaiting form submission
Action: Open PDP, PD Log Summative Artifacts - Summative Reflection Form Artifacts form for submission

Step 1: Answer & Submit Reflection Questions

Step 2: Upload PDP and PD Log for 2016-17

Step 1: Input Annual Summative Evaluation Reflection Form (Attached Form)

1. Open the editable PDF document and record your responses to the questions.
2. Click on the download arrow at the top right of the screen.
3. Select 'With Your Changes.'
4. Enter into your Google Drive.
5. Your responses are now saved.

Step 2: Input Professional Development Hours on PD Hour Log (Attached Form)

1. Open the editable PDF document and record your responses to the questions. Keep in mind that all certified staff must have a minimum of 20 PD Hours each school year. The following activities can be counted for PD Hours:
 - a. Staff Development Days
 - b. PLC Meetings
 - c. GCN Online Tutorials
 - d. Faculty Meetings focused on professional learning
 - e. Teacher Induction Meetings
 - f. CPR Training
 - g. Outside Professional Development Sessions
2. Click on the download arrow at the top right of the screen.
3. Select 'With Your Changes.'
4. Enter into your Google Drive.
5. Your responses are now saved.

Step 3: Input Professional Development Plan (Attached Form)

1. Open your PDP plan that was approved in the fall.
2. Proceed to "Section 4: Summative Review of PDP Process."
3. Complete the chart based on your professional learning this school year.

Step 4: Upload Professional Development Plan, PD Hour Log, and Summative Evaluation Reflection Form for 2021-22

1. Select “Open PD Log and Artifacts – Summative Evaluation Forms for submission”
2. Select “+Add an Artifact”
3. Enter File Name in Textbox: “PDP 2021-22” (Description Not Required)
4. Select “Professional Development Plan” from “Types” drop-down menu.
5. Select the blue arrow to located and upload PDP form from your computer.
6. Select “Save” once file is successfully uploaded.
7. Repeat Steps 2-5 for your PD Hour Log, Annual Summative Reflection Form and any other Summative Artifacts (Optional)
8. Select “Save” to return to task later or “Submit” to send to administrator.

Step 5: Review and/or Print Domain 4 and Score Report

1. Await notification from Administrator that Domain 4 & Summative Scores have been posted.
2. Select Action: “Acknowledge Domain 4 Observation and Scoring”.
3. Scroll to bottom of screen and select “Print” if a paper copy is desired.
4. Select Action: “Acknowledge Teacher Score Report”.
5. Scroll to bottom of screen and select “Print” if a paper copy is desired.