Creating Your Growth Plan /Deliberate Practice in iObservation

Welcome to the 2017-2018 Growth Plan. This year, Step 1 is a **Self-Assessment**. You will self-assess yourself and rate yourself on at least one (1) of the elements categorized as High Probability Strategies.

The High Probability Strategies are the following elements:

- Providing Rigorous Learning Goals and Performance Scales (Rubrics)
- Identifying Critical Content
- Organizing Students to Interact with New Content
- Helping Students Elaborate on New Content
- Helping Students Record and Represent Knowledge
- Organizing Students to Practice and Deepen Knowledge
- Helping Students Examine Similarities and Differences
- Helping Students Examine Their Reasoning
- Helping Students Revise Knowledge
- Organizing Students for Cognitively Complex Tasks
- Engaging Students in Cognitively Complex Tasks Involving Hypothesis Generation and Testing

DIRECTIONS:

1. Access website at: www.effectiveeducators.com

2. Login:
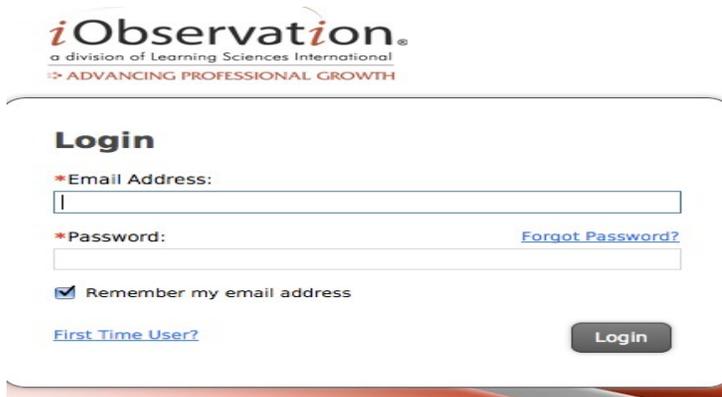
If you have never logged into iObservation, you will need to click on *First Time User* and follow prompts.

Note: You must use the same log-in you use to access your Outlook email (P000XXXXX@browardschools.com).

For login assistance, call the iObservation hotline: 754-321-5085

3. Hover over **Growth** and click on **Plans**:

4. Click on **+ Create New Plan**
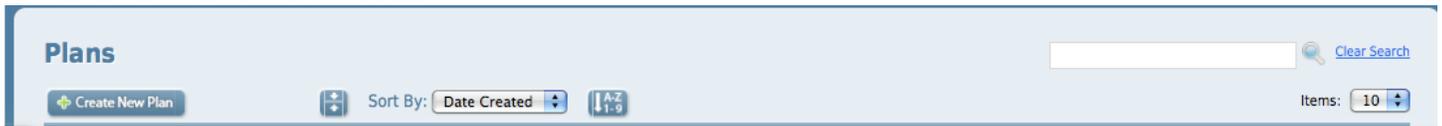
5. Step 1: Take Self-Assessment: Click on **+ Broward Media Specialist Observation V.2**:

The District and Broward Teachers Union are pleased to share that the Deliberate Practice component for BrIDGES 2017-18 will now be weighted as **5% of the overall evaluation**.

- Highly Effective – The educator completes and submits the Self-Assessment by October 31, 2017.
- Effective – The educator starts the Self-Assessment on time and submit after October 31, 2017.
- Needs Improvement – The educator starts the Self-Assessment after October 31, 2017 and submits it by April 27, 2018.
- Unsatisfactory – The educator does not start or submit the Self-Assessment by April 27, 2018.

You must complete the Self-Assessment by Tuesday, October 31, 2017 at 11:59pm.

Please note the following button selections:
- **Save and Close** allows you to save and return to your self-assessment while in progress;
- **Save Draft** saves your self-assessment as a file on your computer;
- Select **Finish** when you have completed your self-assessment

Save your work frequently – unsaved data will be lost. You may edit your Self-Assessment until 11:59pm on Tuesday, October 31, 2017.

6. The Elements in Domain 1 are listed. Rate your current level of performance making sure to select Elements where growth is needed. The **Scale** and/or **Reflection Questions** resource links provide further information and clarification of the requirements of each Element when needed.

   This year, six (6) of the Elements in Domain 1 have been **REPLACED** by **Additional Elements (Elements D, E, F, G, H and I)** located on the bottom of the Self---Assessment. The Additional Elements directly correlate to your specific job requirements (See examples below).

   ## DQ1: Communicating Learning Goals and Feedback

   ### Providing Rigorous Learning Goals and Performance Scales (Rubrics)

   The library media specialist provides rigorous learning goals and/or targets, both of which are embedded in a performance scale that include application of knowledge.

   Resources: **Rate Yourself:**

   Scale | Reflection Questions   Not Applicable | Not Using | **Beginning** | Developing | Applying | Innovating

   top

   ### Celebrating Success

   The library media specialist provides students with recognition of their current status and their knowledge gain relative to the learning goal or target.

   Resources: **Rate Yourself:**

   Scale | Reflection Questions   Not Applicable | Not Using | Beginning | **Developing** | Applying | Innovating

   ## Additional Elements

   ### D. Demonstrating Inquiry-Based Learning and the Research Process

   The library media specialist collaborates with the teacher to stimulate research, production, and communication.

   Resources: **Rate Yourself:**

   Scale | Reflection Questions   Not Applicable | Not Using | Beginning | **Developing** | Applying | Innovating

   top

   ### E. Implementing Processes to Motivate Reading for Intrinsic Value

   The library media specialist actively promotes reading for personal growth and pleasure

   Resources: **Rate Yourself:**

   Scale | Reflection Questions   Not Applicable | Not Using | Beginning | Developing | Applying | **Innovating**

At any time, you may select the top button to return to the top of the page.

Once you have completed your Self-Assessment select the **Finish** button

7. You will see the following screen: The Green **Done!** is displayed each time you complete a Step.

Create New Growth Plan

Back to Plans | Print

ⓘ The observation was finished successfully

Step 1: Take Self-Assessment Done! ✔

Conduct a self-assessment with the Broward Media Specialist form. Try to rate yourself on all elements. Your input here will be used to recommend target elements for your growth plan/deliberate practice.

Completed Self-Assessments:

➡ Broward Media Specialist Observation V. 2

---

*You have the option to edit your completed **Done!** Self-Assessment at any time before 11:59pm on Tuesday, October 31, 2017 by following these steps: Click on **+ Broward Media Specialist Observation V.2** (see above) to re-open the Self-Assessment window.

Self-Assessment for Growth Media Specialist

Back to plan | Revert to Draft | Print

Broward Media Specialist Observation

Click on **Revert to Draft,** You will see the following Pop---up window:

Revert to Draft   Close

Reverting to draft means this observation
- will become visible only to the observer
- will be removed from evaluations and growth plans until finished again
- if finished again at a later date it will count toward evaluations and growth plans that cover that date
- if finished again at a later date it will go through the same notification process as a new observation

*Please enter the reason for reverting this observation:

Did not complete all requirements.

Cancel | Continue

Enter your reason for reverting this observation and then select the **Continue** button to return to the Self-Assessment page.

Repeat the directions for completing and submitting the Self-Assessment. When you select Finish, you will see the following screen.

Confirm

Are you sure you want to finish this observation?

☐ Do not show this message again

Cancel | OK

Select OK

---

8. Step 2: Select Target Elements

Click on **+ Select Target Elements**

Two (2) Target Elements are required. You will complete this process by selecting one (1) at a time. Select one (1) Target Element from the choices below (the picture example is an abbreviated list of what you will see on your screen) and click on **Configure** to proceed.

You will complete the entire process for one Target Element and then be prompted to choose a second. Please make sure that at least one (1) of your selected Elements is from the list of High Probability Strategies, which are identified by a green dot: ⊙

For this example, Providing Clear Learning Goals and Performance Scales (Rubrics) was selected. Complete the questions of the **Performance Goal** by selecting your current starting performance level and FINAL goal for your selected Element.

Briefly **respond to ALL** three (3) of the following **Target Element Questions** (this step must be completed), then select **Save**.

Target Element Questions:

*Current student behavior/learning that I want to see improve as a result of focusing on this target strategy

*Changes in student behavior/learning I expect to see as a result of focusing on this target strategy

*State your Growth Goals for this element

Cancel Save

Once you select **Save** you will be returned to the Step 2: Select Target Elements screen. You will see that you have successfully selected one Target Element and will now repeat the process so that you can select your second Target Element. **Remember that at least one of the High Probability Strategy Elements must be selected.** <u>Repeat all steps</u> of the previous process by selecting **another** of the Target Elements from the **Available Elements** list (a partial list is shown below).

Selected Elements	Self-Assessment Score
Broward Media Specialist Observation V. 2	
Providing Rigorous Learning Goals and Performance Scales (Rubrics) ⊙ Remove | Edit | Preview	1.0 - Beginning

Recommended Elements		Self-Assessment Score
Broward Media Specialist Observation V. 2		
Celebrating Success	Configure | Preview	2.0 - Developing
Establishing Media Center Routines	Configure | Preview	1.0 - Beginning
Identifying Critical Content ⊙	Configure | Preview	2.0 - Developing

top

Once you complete these steps and select **SAVE** you will see the following screen:

Step 2: Select Target Elements

ⓘ New target element created successfully

Back to Plan

Select a target element from the choices below. After selecting a target element you will answer a few questions before making it part of your Growth Plan. The green dot indicates elements that are a focus for the district. Please select two elements, being sure to choose at least 1 element that is a focus for the district (a green dot next to an element means it's a high probability element).

Selected Elements	Self-Assessment Score
Broward Media Specialist Observation V. 2	
Providing Rigorous Learning Goals and Performance Scales (Rubrics) ⊙ Remove | Edit | Preview	1.0 - Beginning
Engaging Students in Cognitively Complex Tasks Involving Hypothesis Generation and Testing ⊙ Remove | Edit | Preview	1.0 - Beginning

You have now selected the TWO (2) required Target Elements. *Note: Although two of the High Probability Strategy Elements were selected for this example, only one is required.*

You may now continue by selecting the **Back to Plan** button.

[Back to Plan]

You will now see a **GREEN Done!** for **BOTH Step 1 and Step 2.**

Create New Growth Plan

Back to Plans   🖨 Print

Step 1: Take Self-Assessment   Done! ✔

Conduct a self-assessment with the Broward Media Specialist form. Try to rate yourself on all elements. Your input here will be used to recommend target elements for your growth plan/deliberate practice.

Completed Self-Assessments:

➡ Broward Media Specialist Observation V. 2

Step 2: Select Target Elements   Done! ✔   Add or Remove Elements

Select 2 elements as a focus for your Growth Plan - Deliberate Practice

➡ Engaging Students in Cognitively Complex Tasks Involving Hypothesis Generation and Testing
➡ Providing Rigorous Learning Goals and Performance Scales (Rubrics)

You are now ready to complete **Step 3: Identify Action Steps**.

Click on **+ Develop a Plan for Growth**

Then select the first **+Add a Step**

You will be taken to the following screen:

In order to complete your Action Steps you may select predetermined **Action Step Ideas** from the dropdown window **Select an Action Step Idea** or you may type your own idea into the box provided (See the following examples).

Step 3: Outline Action Steps

Back to Plan

Create a plan for reaching your growth goals by adding action steps. Use the bars on the right side of the action step bubbles to drag them into any order you like.

➕ Add a Step

Describe the Action Step: **Action Step Ideas:**

Select an Action Step Idea ▾

*Date:

Date

Element:

All ▾

Add a Resource:

Select All   Remove All

Reflection Log
Instructional Rounds Worksheet
Video Self Observation Worksheet
Video Observation Worksheet
Videos of Other Teachers

top

Cancel   **Save Action Step**

Describe the Action Step: Action Step Ideas: Select an Action Step Idea ↕

Select an Action Step Idea
Utilize iObservation Resources
Participate in School Based PLC
Participate in a Lesson Study Team
Seek Mentoring Assistance
Participate in Other District Based Professional Learning
Enroll in Higher Education coursework
Pursue National Board Candidacy
Pursue BCRP Candidacy

*Date: Date

➕ Add a Step

Describe the Action Step: Action Step Ideas: Select an Action Step Idea ↕

Select an Action Step Idea
Utilize iObservation Resources
Participate in School Based PLC
Participate in a Lesson Study Team
Seek Mentoring Assistance
Participate in Other District Based Professional Learning
Enroll in Higher Education coursework
Pursue National Board Candidacy
Pursue BCRP Candidacy

*Date: Date

Once you have selected your Action Step it will automatically appear in the box and you have the option to add more text if desired.

Describe the Action Step:

Participate in Other District Based Professional Learning – Attend Teacher Development Learning Goals and Scales Workshop/Training

*Date:

11/01/17

Element:

Providing Rigorous Learning Goals and Performance Scales (Rubrics)

Add a Resource:

Select All   Remove All

Reflection Log
Instructional Rounds Worksheet
Video Observation Worksheet
Video Self Observation Worksheet
Videos of Other Teachers

Cancel   Save Action Step

In the ***Date** box, you may input a specific date (example: 11/01/17) or a general time frame (example: daily, weekly, monthly).

For the **Element** box, you may select one of your two targeted elements or ALL.

The **Add a Resource box** is optional and does not require information to complete this step. Click on **Save Action Step** once your information is complete. You will see the following screen:

Step 3: Outline Action Steps

Back to Plan

Create a plan for reaching your growth goals by adding action steps. Use the bars on the right side of the action step bubbles to drag them into any order you like.

+ Add a Step

Principals will review progress on Action Plan
Date: Second week in January
Elements: All

Principals will review progress on Action Plan
Date: Last Week in April
Elements: All

Participate in Other District Based Professional Learning - Attend Teacher Development Learning Goals and Scales Workshop/Training   Remove | Edit
Date: 11/01/17
Elements: Providing Rigorous Learning Goals and Performance Scales (Rubrics)

+ Add a Step

Select **+Add a Step** to complete the process for your second element:

Describe the Action Step:

Seek Mentoring Assistance

*Date:

Weekly

Element:

Engaging Students in Cognitively Complex Tasks Involving Hypothesis Generation and Testing

Add a Resource:

Select All   Remove All

Reflection Log

Video Self Observation Worksheet

Instructional Rounds Worksheet

Video Observation Worksheet

Videos of Other Teachers

top

Cancel   Save Action Step

Again, select **Save Action Step** once your information is complete.

You will see the following screen:

+ Add a Step

Principals will review progress on Action Plan
Date: Second week in January
Elements: All

Principals will review progress on Action Plan
Date: Last Week in April
Elements: All

Participate in Other District Based Professional Learning - Attend Teacher Development Learning Goals and Scales Workshop/Training   Remove | Edit
Date: 11/01/17
Elements: Providing Rigorous Learning Goals and Performance Scales (Rubrics)

Participate in School Based PLC   Remove | Edit
Date: weekly
Elements: Establishing Classroom Routines

You may drag the black bars on the information bubbles to rearrange your Action Plan Step order.
See the following example:
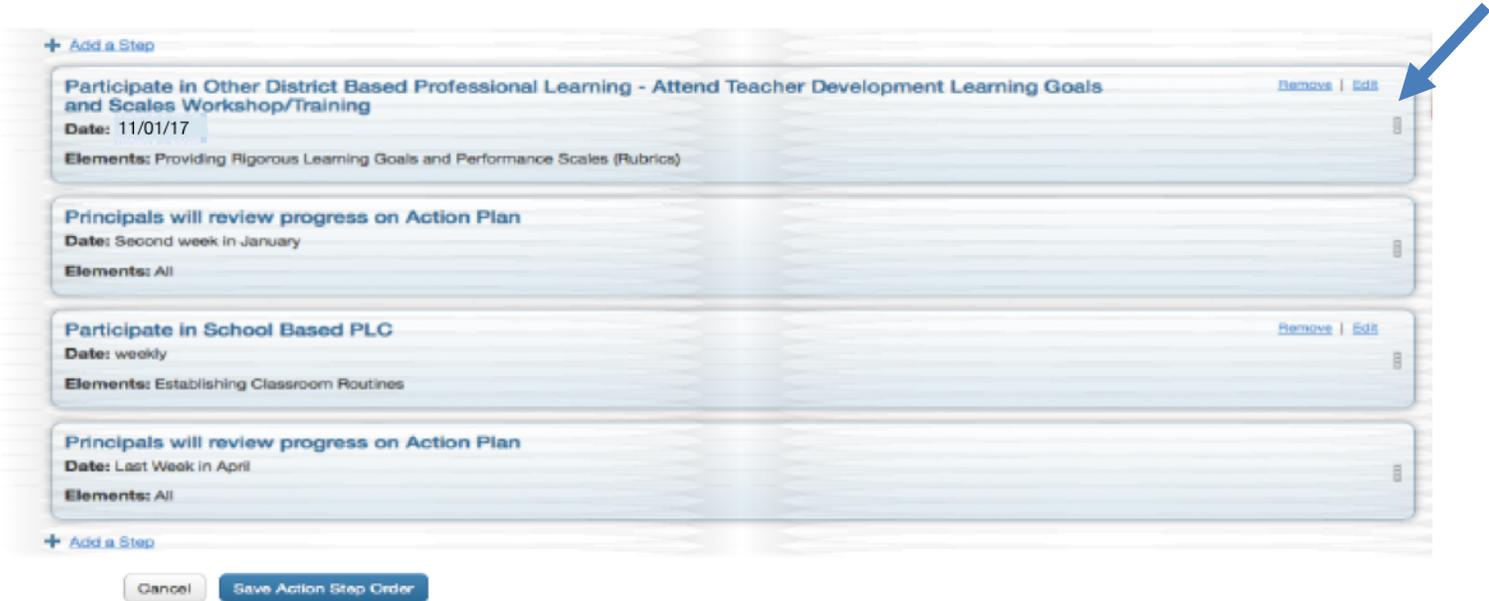
Once you have your Actions Steps in order. Click on the **Save Action Step Order** button.

You will now see a **GREEN Done!** for Step 3.

Step 4: Put Your Plan Into Action: **Submit for Approval**

- You may edit Step 1 until **Tuesday, October 31, 2017 at 11:59pm**.
- After **October 31, 2017**, you will not be able to access your Self-Assessment.
- You may edit Steps 2 and 3 until **Thursday, November 30, 2017 at 11:59pm**.
- Your Growth Plan/Deliberate Practice should be completed by 11:59pm on Thursday, November 30, 2017.

Your administrator will review your completed Growth Plan. It will either be accepted as submitted or returned to you for further editing and then resubmitted for approval once your editing is complete.