TEACHPOINT: EVALUATOR INSTRUCTIONS

I.   ACCESSING THE TEACHPOINT EVALUATION SYSTEM:

Open the **Kyrene School District home** page, click on the **Employees** tab, then the **TeachPoint** link, or use web address: https://tp1.goteachpoint.com/.

Log in using **Kyrene** as District; and your district login and password:


II.   ASSIGN THE EMPLOYEE TO A PLAN AT THE BEGINNING OF THE SCHOOL YEAR:

- Your Home page will open
- All employees that you supervise should be listed. Your name will also be listed, as will other evaluators in your school/department because you are system users.
- Highlight the employee name
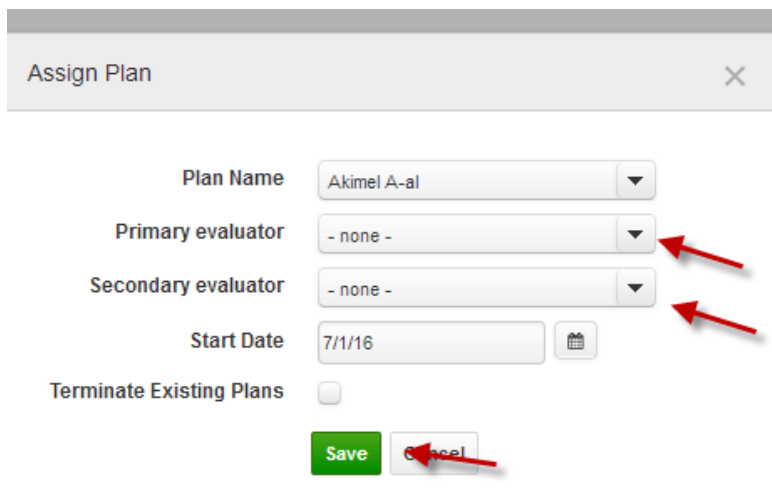- Click on the calendar icon

- Click on 'Assign Plan'
- Plans are a collection of Forms

- Select the appropriate Plan Name for your employee from the drop down
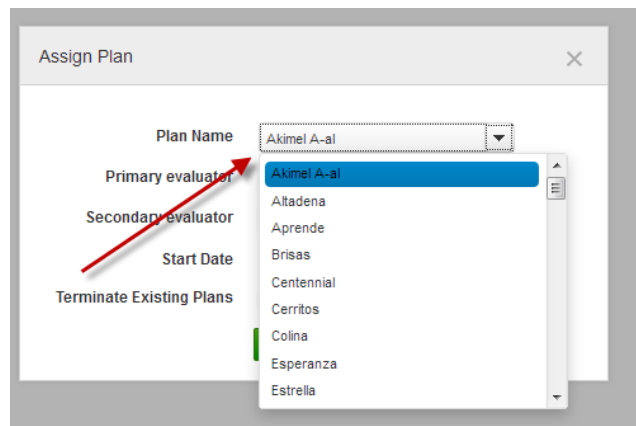
- Primary Evaluator and Secondary evaluator do NOT need to be filled in. Start Date is a pre-set field, so continue on to Click 'Save'

- Click Create and pick the relevant Department and employee form

- The Evaluation Form for your employee will open
- IMPORTANT: The 'Share' button defaults to **OFF**. Do not change this to **ON** until you are ready for the employee to review the evaluation!
- Whichever Evaluator in your school/department initiates and saves the evaluation form becomes the "author"
- NOTE: Other supervisors in your school/department cannot rate or add comments to a form initiated and saved by the author of the form.

III. INITIATING AN EVALUATION FORM FOR AN EMPLOYEE:

- Select the type of evaluation you are creating

- Proceed to fill out the information by selecting the appropriate rating for each Indicator by clicking the number rating (the column will highlight). All indicators must receive a rating for an overall proficiency score on the Evaluation.
- *Fields marked with an asterisk are required.
- You may also write comments for each of the Six Standards and/or attach documentation, but this is not a requirement.

1. Job Knowledge

1.1. Demonstrates knowledge of the position requirements
*

Highly Effective (3)	Effective (2)	Develop
Employee performs or demonstrates characteristics that exceed the required job indicator all of the time. The employee is a recognized leader in this job indicator.	Employee performs or demonstrates characteristics that meet the required job indicator. Employee consistently implements the job indicator.	Employee is still learning eleme needs additional time for maste

1. Comments

- You may Save and Close the form at any point, and reopen it later. The form does not need to be completed, but can be reopened, amended and saved multiple times, until you are ready to finalize the evaluation.

IV.   FINALIZING AN EVALUATION FOR AN EMPLOYEE:

- When the ratings are complete, the score for all 33 Indicators will total automatically (0-99)
- Select the Overall Score Proficiency Rating
- You may enter Overall Summary Comments in the last field, or upload documentation, but this is not a requirement
- Select a 'Recommended Action'
- IMPORTANT: DO NOT SIGN THE EVALUATION AT THIS POINT

TOTAL overall rating for all indicators (0-99)

> 79

Overall Score Proficiency Rating
*

- ○ Highly Effective: 80 - 99
- ◉ Effective: 56 - 79   ⬅
- ○ Developing: 33 - 55
- ○ Ineffective: 0 - 32

✎

Overall Summary Comments

✎

Recommended Action

- ☑ Continued employment   ⬅
- ☐ Develop goals (optional Growth Plan)
- ☐ Initiate Performance Improvement Plan

✎

- *(IMPORTANT: For identified departments/programs that require **two** signatures -- **Prior to the next step**, if another staff/administrator is required to review the Evaluation form, email/notify the administrator to review and sign the form if the form requires a second administrator signature.)*
- Send the Evaluation to the employee by clicking the 'Share' button to **ON**.
- The employee will receive an email notification for the opportunity to review the evaluation, add comments, and sign the Evaluation Form.

Information Technology (ESP)

NAME: AUTHOR:

SCHOOL: **Technology**   DATE: **Feb 5, 2016 8:29 AM PST**

SHARE: [On ▾]

- The Evaluator will be notified when the form is signed by the employee and the Evaluator can then review and sign the form to complete the process.
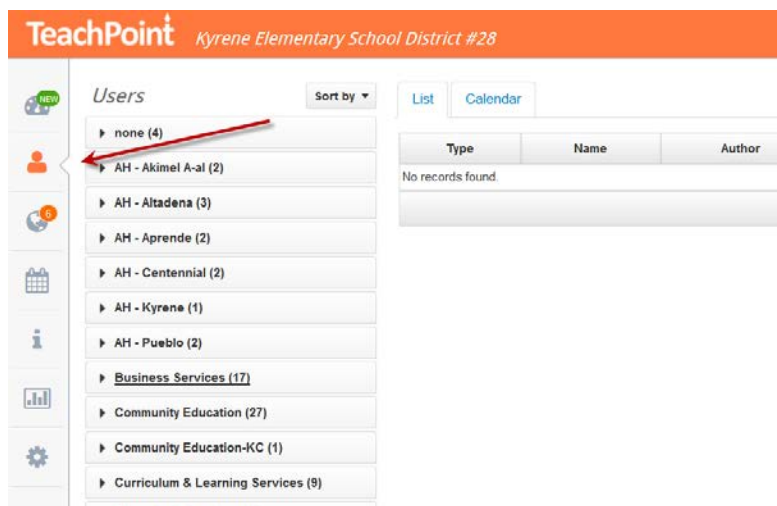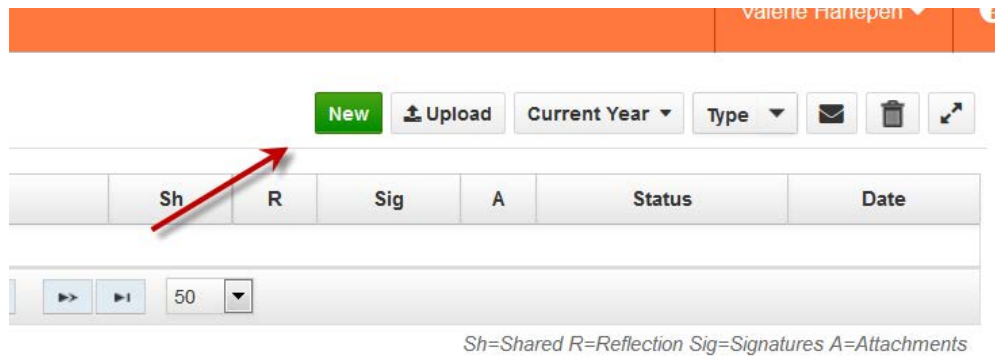- IMPORTANT: Once the Evaluator signs the Evaluation, no changes or updates can be made to this form!

SELECTING NEW FORMS FOR EMPLOYEES ALREADY SET UP WITH A PLAN:

- Highlight the Employee from your staff list
- Select the People icon

- Select New

Sh=Shared R=Reflection Sig=Signatures A=Attachments

- Select the relevant Evaluation form for your employee's position. (If you choose 'All Evaluation Forms' - PIP and Observation/Evidence Collection Forms are also available.)
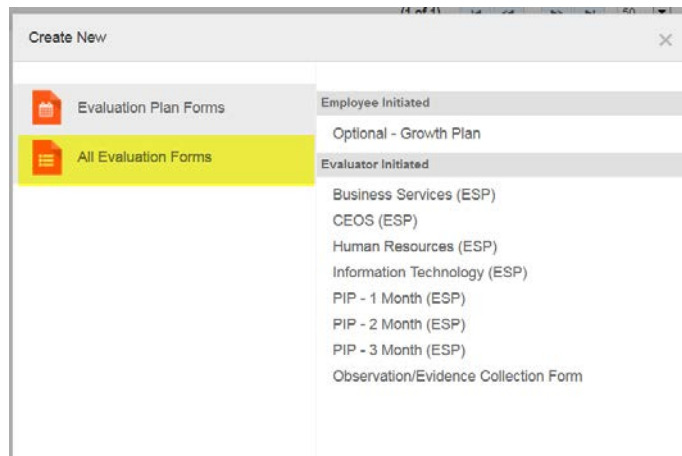
V.   OBSERVATION/EVIDENCE COLLECTION FORM

- This form may be used as a supplement to the Evaluation form to record observed data or as additional documentation.
- A secondary evaluator in the school/department may also use this form to add information since only the initiator (primary evaluator) of the Evaluation Form is able to edit the evaluation itself

VI.   PERFORMANCE IMPROVEMENT PLAN FORM

- If any performance Indicator is rated as 'Ineffective' the Evaluator will initiate a Performance Improvement Plan.
- The Evaluator shall notify Human Resources prior to beginning this process.
- The Evaluator will determine the length of the improvement period, and the Evaluator will then initiate one of the following: 1 Month PIP, 2 Month PIP, or 3 Month PIP.

(NOTE: See the TeachPoint ESP Evaluation System Handbook for <u>full information</u> about ratings that may trigger a PIP and the evaluations that follow the improvement period.)