

Form Purpose:

The Teacher Professional Foundations form is an evaluator-initiated form to be used during the teacher evaluation process.

Form Design, Part 1:



Rhode Island Department of Elementary and Secondary Education

Teacher Professional Foundations Notes

Domain 1: School Responsibilities and Communication

PF1: Understands and participates in school/district-based initiatives and activities ▼

PF2: Solicits, maintains records of, and communicates appropriate information about students' behavior, learning needs, and academic progress ▼

Teacher Professional Foundations Domain 1: School Responsibilities and Communication ▲

Component	(3)	(2)	(1)
PF1: Understands and participates in school/district-based initiatives and activities			
PF2: Solicits, maintains records of, and communicates appropriate information about students' behavior, learning needs, and academic progress.			

All criteria must be selected

Domain 1 Rationale Captured PRIOR to Mid-Year Conference:

Rich Text Editor: Tahoma

Domain 1 Rationale Captured AFTER Mid-Year Conference:

Rich Text Editor: Tahoma

Domain 2: Professionalism

PF3: Acts on the belief that all students can learn and advocates for students' best interests ▼

PF4: Works toward a safe, supportive, collaborative culture by demonstrating respect for everyone, including other educators, students, parents, and other community members, in all actions and interactions ▼

PF5: Acts ethically and with integrity while following all school, districts and state policies ▼

PF6: Engages meaningfully in the professional development process and enhances professional learning by giving and seeking assistance from other educators in order to improve student learning ▼

Teacher Professional Foundations Domain 2: Professionalism ▲

Component	(3)	(2)	(1)
PF3: Acts on the belief that all students can learn and advocates for students' best interests			
PF4: Works toward a safe, supportive, collaborative culture by demonstrating respect for everyone, including other educators, students, parents, and other community members, in all actions and interactions			
PF5: Acts ethically and with integrity while following all school, districts and state policies			
PF6: Engages meaningfully in the professional development process and enhances professional learning by giving and seeking assistance from other educators in order to improve student learning			

Form Design, Part 2:

Domain 2 Rationale Captured PRIOR to Mid-Year Conference:

abc [Tahoma] B I U A A A ab [Icons]

Domain 2 Rationale Captured AFTER Mid-Year Conference:

abc [Tahoma] B I U A A A A ab [Icons]

Domain 3: Planning

PF7: Plans effectively based on accurate knowledge of how children learn and develop

PF8: Uses data appropriately to plan instruction for a diverse group of learners

Teacher Professional Foundations Domain 3: Planning

Component	(3)	(2)	(1)
PF7: Plans effectively based on accurate knowledge of how children learn and develop			
PF8: Uses data appropriately to plan instruction for a diverse group of learners			

All criteria must be selected

Domain 3 Rationale Captured PRIOR to Mid-Year Conference:

abc [Tahoma] B I U A A A A ab [Icons]

Domain 3 Rationale Captured AFTER Mid-Year Conference:

abc [Tahoma] B I U A A A A ab [Icons]

Professional Foundations Artifacts

Loading Artifact Report...

Teacher Acknowledgement

(To be completed by the teacher)

I have read this form and have had an opportunity to comment. Clicking the ACKNOWLEDGE button is equivalent to an electronic signature. My signature does not signify agreement or disagreement.

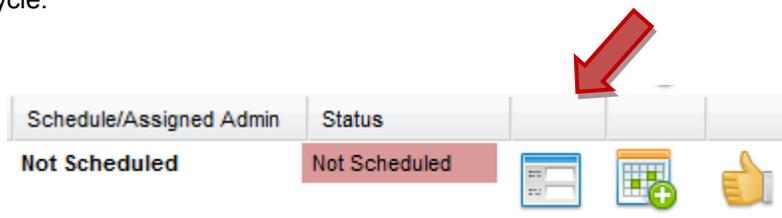
Print

Process Overview

1. Locate the Form in the Process View

Located on the “My Caseload” tab of the evaluator dashboard, the Process View is the primary means for an evaluator to participate in the evaluation cycles of those educators he/she is responsible for.

After highlighting the target educator in the top portion of the Process View, you will see his/her Evaluation Profile in the bottom portion of the Process View. This area is used to schedule, complete, finalize, and monitor the forms comprising an educator’s evaluation cycle.



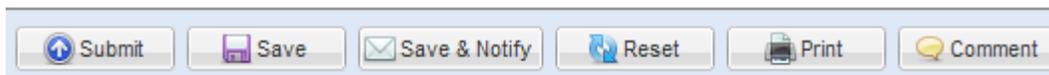
2. Complete the Form

1. The Teacher Professional Foundations Notes form is unlike most EPSS forms in that it remains un-finalized and available as a running record for the duration of the school year.
2. The Teacher Professional Foundations Notes form is comprised of three sections – one for each domain.
3. Each domain on the form contains a scoreable rubric and two Rationale text areas – one for use *prior* to the Mid-Year Conference, and one for use *after* the Mid-Year Conference.
4. The **scoreable rubric** will not be used or referenced by EPSS until the end-of-year. To use the rubric, the Evaluator simply clicks on the grid “cell” corresponding to the numeric score he/she wishes to assign. When selected, the white cell becomes yellow.
5. Prior to the Mid-Year Conference, the Evaluator uses the **Rationale Captured PRIOR to the Mid-Year Conference** text area to record his/her notes. These notes will automatically feed into the “Rationale Report” section of the Teacher Mid-Year Conference form.
6. Once the Mid-Year Conference is complete, the Evaluator uses the **Rationale Captured AFTER the Mid-Year Conference** text area to record new Professional Foundations feedback. These notes will automatically feed into the Teacher End-of-Year Conference form.
7. See the next section for instructions on saving/submitting the form.

3. Saving and Submitting the Form

As stated above, the Teacher Professional Foundations Notes form is unlike most EPSS forms in that it remains unfinished and available as a running record for the duration of the school year. Because of this, the process of saving and submitting this form is a little different from that of other EPSS forms.

Prior to End-of-Year: Early in the year, the Evaluator will not be ready to complete all required fields on this form. As such, the Evaluator can ignore the required field icons (red exclamation points) until the end-of-year. These requirements only apply when attempting to **Submit** the form. Instead, the Evaluator should use the **Save** button every time the form is updated throughout the school year. Clicking **Save** is essentially a “Save as Draft” function and does not trigger any email notifications, nor does it close the form. After clicking **Save**, the Evaluator may close the form’s window/tab to return to the Process View.



End-of-Year: At the end-of-year, when the last form edits are made and the form is ready to be finalized, only then will the Evaluator use the **Submit** button. If the Evaluator attempts to **Submit** the form prior to end-of-year, he/she will encounter an error message stating that all required fields on the form have not yet been completed. This will be true until the end-of-year, when scoring is complete and all of the “PRIOR to the Mid-Year Conference” and “AFTER the Mid-Year Conference” Rationale fields contain data. At that point, the Evaluator can click the **Submit** button. This will then trigger an email notification to the Teacher requesting acknowledgement of the form.

4. Form Acknowledgement

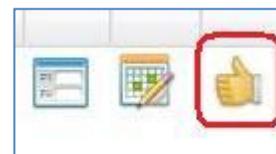
As per Form Settings, this form requires teacher acknowledgement. That means the teacher will receive an email notification requesting acknowledgement. The teacher then logs in to EPSS, reviews the form, and clicks the **Acknowledge** button at the bottom of the form so it can then be finalized by the evaluator. This is also an opportunity for the teacher to **Comment** on the form.



5. Finalize the Form

The Finalize Element function is found in the **Evaluation Profile** of the **Process View**.

1. From the user’s **Evaluation Profile**, expand components to locate the form in question.
2. Click the Finalize (thumbs up) icon to the right of the Schedule icon.
3. Select:



- “Finalize the element” and click Submit on the pop-up window to immediately finalize the form.

OR

- “Route to Administrator” and click Submit in cases where another evaluator needs to review and finalize the form.

NOTE: Check the Notify User box, if you wish to send an email to the educator indicating that the form has been finalized or routed to another evaluator to finalize.

Choose an action: Finalize the element Route to administrator

Notify User:

Administrator:

Notes: