

## Continuing Teachers – Preparing for your Pre-Conference

Your **lesson plan** and **self-reflection** are due prior to your pre-conference. You will submit via Frontline. Self-reflection are about you as a teacher, not just about that one lesson you teach for your evaluation.

1. Log into Frontline and toggle to Professional Growth. The lesson plan and self-reflection will be in “My Assignments.” These are found on the Insights tab. To open them up click “view.”



You can also find your forms that you must complete by going to My Learning Plan. You will click on “open.....for submission.”

2. You are able to type directly into the forms. You may also add an artifact and upload the forms if your evaluator allows that.

### Core Proposition 4: Teachers Think Systematically About Their Practice and Learn from Experience

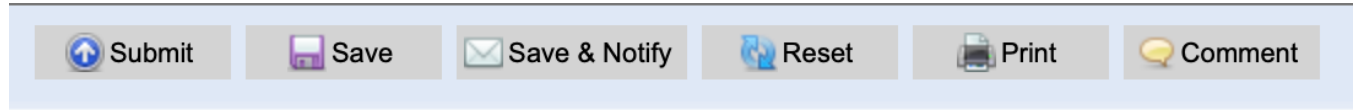
For each of the five propositions, reflect on your strengths and weaknesses by marking the level where you feel your instructional practices falls. You must list your evidence and answer each of the questions fully. This form is due at your summative formal pre-conference.

#### Proposition 1: Teachers are committed to students and their learning.

☐ Highly Effective ☐ Effective ☐ Developing ☐ Ineffective

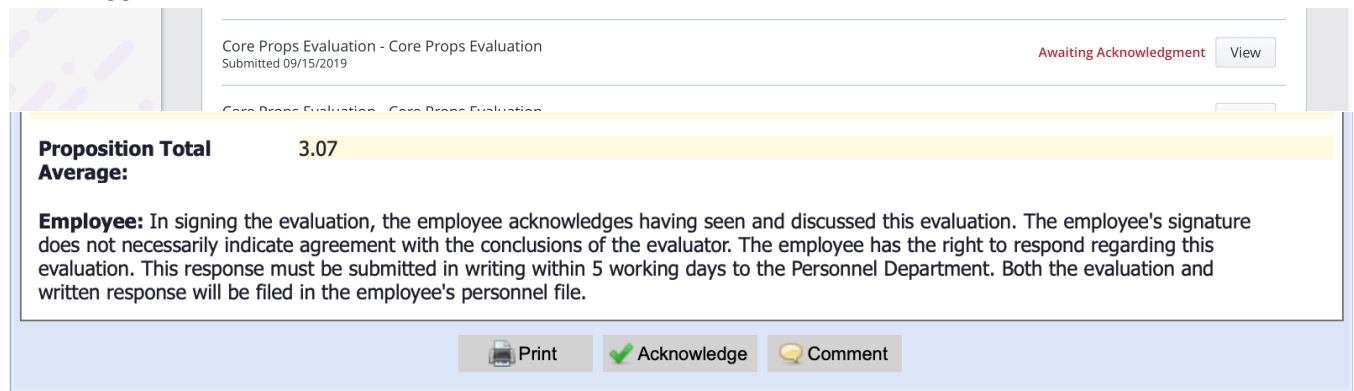
Why are you giving yourself this rating? List the evidence you have.

- The tabs at the bottom of the form allow you to do a number of things. You can save to go back and continue working. You submit when you are ready to send to your evaluator. You will save and notify if you want to show your evaluator but are still looking to change the form.

A horizontal bar containing six buttons: 'Submit' (with an upward arrow icon), 'Save' (with a floppy disk icon), 'Save & Notify' (with an envelope icon), 'Reset' (with a circular arrow icon), 'Print' (with a printer icon), and 'Comment' (with a speech bubble icon).

### Acknowledging Your Evaluation

- After your post-conference, you will log into Frontline and Acknowledge your evaluation. This is the equivalent of signing your evaluation. If you want to comment, you have five days to do so.

A screenshot of a web interface for acknowledging an evaluation. At the top, it says 'Core Props Evaluation - Core Props Evaluation' and 'Submitted 09/15/2019'. To the right, it says 'Awaiting Acknowledgment' in red and has a 'View' button. Below this, there's a yellow bar with 'Proposition Total Average: 3.07'. Underneath, a text box explains the employee's responsibility: 'Employee: In signing the evaluation, the employee acknowledges having seen and discussed this evaluation. The employee's signature does not necessarily indicate agreement with the conclusions of the evaluator. The employee has the right to respond regarding this evaluation. This response must be submitted in writing within 5 working days to the Personnel Department. Both the evaluation and written response will be filed in the employee's personnel file.' At the bottom, there are three buttons: 'Print' (with a printer icon), 'Acknowledge' (with a green checkmark icon), and 'Comment' (with a speech bubble icon).

### Professional Goal

- The last task of your evaluation is your Professional Goal. This goal should be aligned with the evaluation instrument. Choose an area you will work on based on feedback you have received that will improve your professional practice and thus, student achievement. You will submit your goal based on feedback from your evaluator via Frontline. You will review your goal the following evaluation cycle.