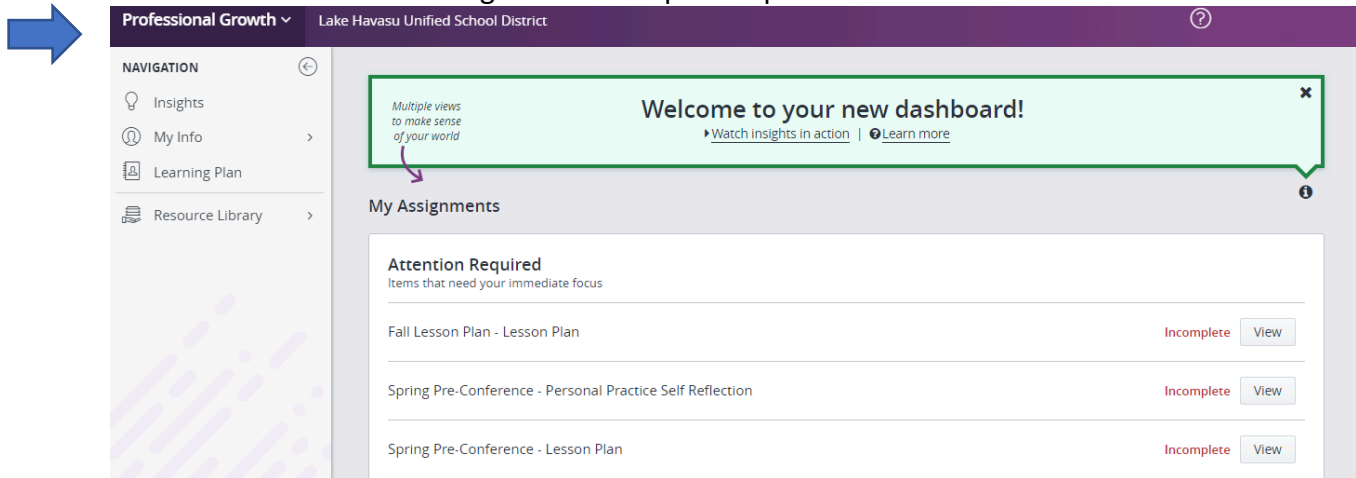


Non- Continuing Teachers – Preparing for your Pre-Conference

Your **lesson plan** is due prior to your fall pre-conference. You will submit a self-reflection and a lesson plan for your summative evaluation in **spring**. You will submit via Frontline.

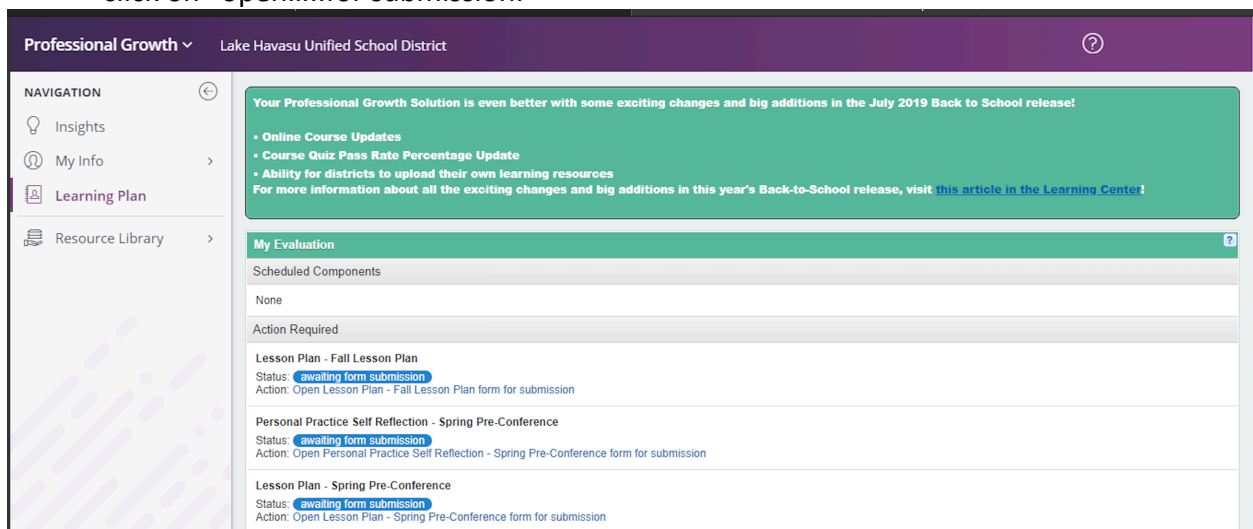
1. Log into Frontline and toggle to Professional Growth. The lesson plan is in “My Assignments.” It is found on the Insights tab. To open it up click “view.”



The screenshot shows the Professional Growth dashboard for Lake Havasu Unified School District. The 'My Assignments' section contains the following table:

Assignment	Status	Action
Fall Lesson Plan - Lesson Plan	Incomplete	View
Spring Pre-Conference - Personal Practice Self Reflection	Incomplete	View
Spring Pre-Conference - Lesson Plan	Incomplete	View

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



The 'My Evaluation' section displays the following table:

Component	Status	Action
Lesson Plan - Fall Lesson Plan	Available for submission	Open Lesson Plan - Fall Lesson Plan form for submission
Personal Practice Self Reflection - Spring Pre-Conference	Available for submission	Open Personal Practice Self Reflection - Spring Pre-Conference form for submission
Lesson Plan - Spring Pre-Conference	Available for submission	Open Lesson Plan - Spring Pre-Conference form 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.

Artifacts				
+ Add an Artifact				
Name	Upload Date	Upload User	File	

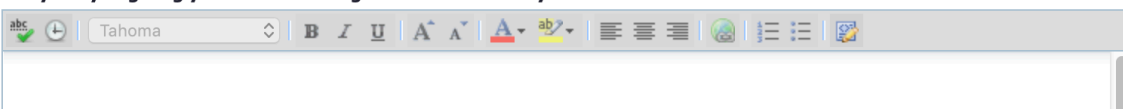
Core Proposition 4: Teachers Think Systematically About Their Practice and Learn from Experience

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.






3. 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.

 Submit	 Save	 Save & Notify	 Reset	 Print	 Comment
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Acknowledging Evaluation

4. 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.

Core Props Evaluation - Core Props Evaluation Submitted 09/15/2019		Awaiting Acknowledgment View
Core Props Evaluation - Core Props Evaluation		
Proposition Total Average:	3.07	
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.		
 Print	 Acknowledge	 Comment

Professional Goal

5. You will not complete your professional goal until your spring evaluation cycle.