

STEP 7 SUPPORTING EVIDENCE

FREQUENTLY ASKED QUESTIONS (FAQs)

Q: What is Supporting Evidence?

Supporting evidence refers to specific actions/strategies that support implementation of Evaluatees' (Educators') Professional Learning Plans (PLPs).

Q: What types of Supporting Evidence may be entered by Reviewers and/or Evaluators for Evaluatees through the EDUCATEAlabama online process?

The following Supporting Evidence may be entered Reviewers and/or Evaluators (Instructional Leaders):

Observations- *Specific actions/strategies Evaluatees implement, actually seen by Reviewers and/or Evaluators in and/or outside the classroom.*

Instructional Practices-*Specific actions/strategies Evaluatees use that directly reflect professional learning, growth, and positive impact on students.*

Student Data: *Any student information that may support Evaluatees' PLPs, as follows:*

- Demographic/perceptual data
- Informal data: Grades, student work, educator made tests
- Formal data: Standardized test scores, discipline records
- Other: Interaction with students, families, other educators, instructional leaders, agencies, community

Responsibilities/Positions: *Roles held by Evaluatees "above/beyond" their assigned roles as educators (e.g., grade level chair; community leader; student/colleague mentor; special recognition, accomplishments)*

Other: *College course enrollment; published work; developing/leading specific professional growth tool(s)/project(s)*

General Comments: *Notes and general comments that may not relate to Evaluatees' assigned indicators within PLPs, but support their overall professional growth*

New Indicator: *Continuum indicator not included in original, completed PLP that support Evaluatees' professional growth*

Q: What Supporting Evidence may Evaluatees enter?

Evaluatees may enter all supporting evidence listed above, except observations. Evaluatees may add comments to observations entered by Reviewers and/or Evaluators.

Q: What Supporting Evidence is required to be entered each current year?

Evaluators are required to complete and enter two unannounced observations for Evaluatees on "full evaluation cycle" during the school year. All other Supporting Evidence entries are optional, but are considered "best practice" in providing ongoing evidence of Evaluatees' continuous professional growth during the year.

Q: May indicators be added to Evaluatees' EA online process, if not included in original, completed PLPs?

Yes. Upon agreement, Evaluators and Evaluatees may add indicators to the original PLP throughout the school year, following directions provided in the online process.

SUPPORTING EVIDENCE FAQs *continued*

Q: How long must unannounced observations be? May unannounced observations be conducted outside the classroom?

There is no “set” timeframe for unannounced observations. Evaluators and/or Reviewers are expected to spend substantial time observing Evaluatees in various settings (e.g., classroom lessons, walk-throughs, school campus [hallways, cafeteria, other]) to determine professional growth regardless of their “full evaluation cycle” status.

Q: If Supporting Evidence (except observations) is not required, why should Reviewers, Evaluators, and/or Evaluatees add evidence?

Supporting Evidence is vitally important and presents Reviewers, Evaluators, and Evaluatees with compelling opportunities to validate Evaluatees’ professional growth and impact on students’ learning during the year. Evaluatees’ self assessments and PLPs have very little meaning without Supporting Evidence.

Q: When should Supporting Evidence entries begin and end?

Supporting Evidence entries should begin when Evaluatees’ PLPs are complete and signed, at the beginning of the school year. Supporting Evidence should be added throughout the year by Evaluators, Evaluatees, and Reviewers (as appropriate) until Evaluatees’ EA online processes are officially closed by Evaluators for the year. EA allows for the date to be entered and viewed at any time by Evaluatees and Evaluators.

Q: May professional development completed in the summer be added to Supporting Evidence after school is out?

Yes. Adding Supporting Evidence during the summer is encouraged to further support Evaluatees’ continuous professional growth.

Q: When must all supporting evidence be complete?

All supporting evidence must be entered and completed prior to the beginning of the next school year.

Q: Who is responsible for closing Evaluatees’ EA online processes for the year, once complete?

Evaluators are responsible for informing Evaluatees, then closing their EA online processes for the year.

Q: What if EA online processes are closed pre-maturely before Evaluators and/or Evaluatees have finished entering Supporting Evidence during the summer?

Evaluators may re-open EA processes, prior to the upcoming year, and before the SDE officially closes all EA processes for the current year.