

# LEGENDS Milestone Dates 2021-22

## Action Plan Educator Timeline

### Applies To:

- Supervisor-Directed Professional Growth Goals (SDPGG)
- Program of Assistance for Improvement (POAI)

	Completed By:	Details
<input type="checkbox"/>	November 1, 2021	<p><b><u>Initial Professional Growth Conference</u></b></p> <ul style="list-style-type: none"> <li>• 2020-21 SLG/PGG Reflections (if applicable)</li> <li>• 2020-21 SLG Scoring Sheets (if applicable)</li> <li>• Discuss Initial Self-Assessment</li> <li>• Discuss SDPGGs</li> <li>• Discuss previous year's Summative Evaluation</li> <li>• Discuss potential Student Learning Goals</li> </ul>
<input type="checkbox"/>	November 24, 2021	<p><b><u>Observations – Phase One</u></b></p> <ul style="list-style-type: none"> <li>• Minimum of three (3) observations completed</li> <li>• Each observation a minimum of 15 minutes in length</li> <li>• All observations require written analysis</li> <li>• At least one (1) face-to-face conference* to discuss feedback</li> </ul> <p><b><u>Interim Professional Growth Conference</u></b></p> <ul style="list-style-type: none"> <li>• Observation theme review – Strengths/Opportunities</li> <li>• Student Learning Goal check-in</li> <li>• Discuss additional support needed to meet goals</li> <li>• Administrator Assessment</li> </ul>
<input type="checkbox"/>	December 10, 2021	<p><b><u>Student Learning Goal #1 Due</u></b></p> <ul style="list-style-type: none"> <li>• One (1) Student Learning Goal</li> </ul>
<input type="checkbox"/>	January 28, 2022	<p><b><u>Observations – Phase Two</u></b></p> <ul style="list-style-type: none"> <li>• Minimum of three (3) observations completed</li> <li>• Each observation a minimum of 15 minutes in length</li> <li>• All observations require written analysis</li> <li>• At least one (1) face-to-face conference* to discuss feedback</li> </ul> <p><b><u>Summative Professional Growth Conference</u></b></p> <ul style="list-style-type: none"> <li>• Student Learning Goal Check-In</li> <li>• Discuss Summative Evaluation</li> </ul>
<input type="checkbox"/>	February 11, 2022	<p><b><u>Student Learning Goal #2 Due</u></b></p> <ul style="list-style-type: none"> <li>• One (1) Student Learning Goal</li> </ul>

*\*Face-to-face conference can be completed virtually if teacher and/or supervisor are working remotely.*

# LEGENDS Milestone Dates 2021-22

## Probationary & Temporary Educator w/ PERFORMANCE CONCERNS

### Applies To:

- Probationary Licensed Staff with performance concerns identified by the supervisor
- Temporary Licensed Staff with performance concerns identified by the supervisor

	<b>Completed By:</b>	<b>Details</b>
<input type="checkbox"/>	November 1, 2021	<p><b><u>Initial Professional Growth Conference</u></b></p> <ul style="list-style-type: none"> <li>• 2020-21 SLG/PGG Reflections (if applicable)</li> <li>• 2020-21 SLG Scoring Sheets (if applicable)</li> <li>• Discuss Initial Self-Assessment</li> <li>• Discuss previous year's Summative Evaluation/observations (if applicable)</li> <li>• Discuss potential Student Learning Goals</li> </ul>
<input type="checkbox"/>	November 24, 2021	<p><b><u>Observations – Phase One</u></b></p> <ul style="list-style-type: none"> <li>• Minimum of two (2) observations completed</li> <li>• Each observation a minimum of 15 minutes in length</li> <li>• All observations require written analysis</li> <li>• At least one (1) face-to-face conference* to discuss feedback</li> </ul> <p><b><u>Interim Professional Growth Conference</u></b></p> <ul style="list-style-type: none"> <li>• Observation theme review – Strengths/Opportunities</li> <li>• Student Learning Goal check-in</li> <li>• Discuss additional support needed</li> <li>• Administrator Assessment</li> </ul>
<input type="checkbox"/>	December 10, 2021	<p><b><u>Student Learning Goal #1 &amp; Professional Growth Goal Due</u></b></p> <ul style="list-style-type: none"> <li>• One (1) Student Learning Goal</li> <li>• One (1) Professional Growth Goal</li> </ul> <p><b><u>Notification to Human Resources and Employee</u></b></p> <ul style="list-style-type: none"> <li>• Send name of employee to HR (Steve Nelson)</li> <li>• Inform employee that the full evaluation process will be used</li> </ul>
<input type="checkbox"/>	January 28, 2022	<p><b><u>Observations – Phase Two</u></b></p> <ul style="list-style-type: none"> <li>• Minimum of two (2) observations completed</li> <li>• Each observation a minimum of 15 minutes in length</li> <li>• All observations require written analysis</li> <li>• At least one (1) face-to-face conference* to discuss feedback</li> </ul>
<input type="checkbox"/>	February 11, 2022	<p><b><u>Student Learning Goal #2 Due</u></b></p> <ul style="list-style-type: none"> <li>• One (1) Student Learning Goal</li> </ul> <p><b><u>Summative Professional Growth Conference</u></b></p> <ul style="list-style-type: none"> <li>• Student Learning Goal check-in</li> <li>• Discuss Summative Evaluation</li> </ul>

*\*Face-to-face conference can be completed virtually if teacher and/or supervisor are working remotely.*

# LEGENDS Milestone Dates 2021-22

## Probationary & Temporary Educator Timeline

### Applies To:

- Probationary Licensed Staff (August or September start date – later starts prorated/adjusted)
- Temporary Licensed Staff (August or September start date – later starts prorated/adjusted)

	Completed By:	Details
<input type="checkbox"/>	November 1, 2021	<p><b><u>Initial Professional Growth Conference</u></b></p> <ul style="list-style-type: none"> <li>• 2020-21 SLG/PGG Reflections (if applicable)</li> <li>• 2020-21 SLG Scoring Sheets (if applicable)</li> <li>• Discuss Initial Self-Assessment</li> <li>• Discuss previous year’s Summative Evaluation/observations (if applicable)</li> <li>• Discuss potential Student Learning Goals</li> </ul>
<input type="checkbox"/>	November 24, 2021	<p><b><u>Observations – Phase One</u></b></p> <ul style="list-style-type: none"> <li>• Minimum of one (1) observation completed</li> <li>• Each observation a minimum of 15 minutes in length</li> <li>• All observations require written analysis</li> <li>• At least one (1) face-to-face conference* to discuss feedback</li> </ul> <p><b><u>Interim Professional Growth Conference (OPTIONAL)</u></b></p> <ul style="list-style-type: none"> <li>• Observation theme review – Strengths/Opportunities</li> <li>• Student Learning Goal check-in</li> <li>• Discuss additional support needed</li> <li>• <b>(OPTIONAL)</b> Administrator Assessment</li> </ul>
<input type="checkbox"/>	December 10, 2021	<p><b><u>Student Learning Goal #1 &amp; Professional Growth Goal Due</u></b></p> <ul style="list-style-type: none"> <li>• One (1) Student Learning Goal</li> <li>• One (1) Professional Growth Goal</li> </ul>
<input type="checkbox"/>	February 11, 2022	<p><b><u>Student Learning Goal #2 Due</u></b></p> <ul style="list-style-type: none"> <li>• One (1) Student Learning Goal</li> </ul> <p><b><u>Observations – Phase Two</u></b></p> <ul style="list-style-type: none"> <li>• Minimum of one (1) observation completed</li> <li>• Each observation a minimum of 15 minutes in length</li> <li>• All observations require written analysis</li> <li>• At least one (1) face-to-face conference* to discuss feedback</li> </ul> <p><b><u>Summative Professional Growth Conference</u></b></p> <ul style="list-style-type: none"> <li>• Student Learning Goal check-in</li> <li>• Discuss Summative Evaluation</li> </ul>

\*Face-to-face conference can be completed virtually if teacher and/or supervisor are working remotely.

# LEGENDS Milestone Dates 2021-22

## Contract Educator w/ PERFORMANCE CONCERNS Timeline

### Applies To:

- Contract Licensed Staff with performance concerns identified by the supervisor

	Completed By:	Details
<input type="checkbox"/>	November 1, 2021	<p><b><u>Initial Professional Growth Conference</u></b></p> <ul style="list-style-type: none"> <li>• 2020-21 SLG/PGG Reflections (if applicable)</li> <li>• 2020-21 SLG Scoring Sheets (if applicable)</li> <li>• Discuss Initial Self-Assessment</li> <li>• Discuss previous year's Summative Evaluation or End-of-Year Assessment/observations</li> <li>• Discuss potential Student Learning Goals</li> </ul>
<input type="checkbox"/>	December 10, 2021	<p><b><u>Student Learning Goal #1 &amp; Professional Growth Goal Due</u></b></p> <ul style="list-style-type: none"> <li>• One (1) Student Learning Goal</li> <li>• One (1) Professional Growth Goal</li> </ul> <p><b><u>Notification to Human Resources and Employee</u></b></p> <ul style="list-style-type: none"> <li>• Send name of employee to HR (Steve Nelson)</li> <li>• Inform employee that the full contract evaluation process will be used</li> </ul>
<input type="checkbox"/>	February 11, 2022	<p><b><u>Student Learning Goal #2 Due</u></b></p> <ul style="list-style-type: none"> <li>• One (1) Student Learning Goal</li> </ul> <p><b><u>Observations – Phase One</u></b></p> <ul style="list-style-type: none"> <li>• Minimum of one (1) observation completed</li> <li>• Minimum of 15 minutes in length</li> <li>• Requires written analysis</li> <li>• Requires face-to-face conference* to discuss feedback</li> </ul> <p><b><u>Interim Professional Growth Conference</u></b></p> <ul style="list-style-type: none"> <li>• Observation theme review – Strengths/Opportunities</li> <li>• Student Learning Goal check-in</li> <li>• Discuss additional support needed</li> <li>• Administrator Assessment</li> </ul>
<input type="checkbox"/>	May 13, 2022	<p><b><u>Observations – Phase Two</u></b></p> <ul style="list-style-type: none"> <li>• Minimum of one (1) observation completed</li> <li>• Minimum of 15 minutes in length</li> <li>• Requires written analysis</li> <li>• Requires face-to-face conference* to discuss feedback</li> </ul> <p><b><u>Summative / End-of-Year Professional Growth Conference</u></b></p> <ul style="list-style-type: none"> <li>• Student Learning Goal check-in</li> <li>• Discuss Summative Evaluation</li> </ul>

\*Face-to-face conference can be completed virtually if teacher and/or supervisor are working remotely.

# LEGENDS Milestone Dates 2021-22

## Contract Educator Timeline

### Applies To:

- Contract Licensed Staff

	Completed By:	Details
<input type="checkbox"/>	November 1, 2021	<p><b><u>Initial Professional Growth Conference</u></b></p> <ul style="list-style-type: none"> <li>• 2020-21 SLG/PGG Reflections (if applicable)</li> <li>• 2020-21 SLG Scoring Sheets (if applicable)</li> <li>• Discuss Initial Self-Assessment</li> <li>• Discuss previous year's Summative Evaluation or End-of-Year Assessment/observations</li> <li>• Discuss potential Student Learning Goals</li> </ul>
<input type="checkbox"/>	December 10, 2021	<p><b><u>Student Learning Goal #1 &amp; Professional Growth Goal Due</u></b></p> <ul style="list-style-type: none"> <li>• One (1) Student Learning Goal</li> <li>• One (1) Professional Growth Goal</li> </ul>
<input type="checkbox"/>	February 11, 2022	<p><b><u>Student Learning Goal #2 Due</u></b></p> <ul style="list-style-type: none"> <li>• One (1) Student Learning Goal</li> </ul> <p><b><u>Observations – Phase One</u></b></p> <ul style="list-style-type: none"> <li>• Minimum of one (1) observation completed</li> <li>• Minimum of 15 minutes in length</li> <li>• Requires written analysis</li> <li>• Requires face-to-face conference* to discuss feedback</li> </ul> <p><b><u>Interim Professional Growth Conference (OPTIONAL)</u></b></p> <ul style="list-style-type: none"> <li>• Observation theme review – Strengths/Opportunities</li> <li>• Student Learning Goal check-in</li> <li>• Discuss additional support needed</li> <li>• <b>(OPTIONAL)</b> Administrator Assessment</li> </ul>
<input type="checkbox"/>	May 13, 2022	<p><b><u>Observations – Phase Two</u></b></p> <ul style="list-style-type: none"> <li>• Minimum of one (1) observation completed</li> <li>• Minimum of 15 minutes in length</li> <li>• Requires written analysis</li> <li>• Requires face-to-face conference* to discuss feedback</li> </ul> <p><b><u>End-of-Year Professional Growth Conference</u></b></p> <ul style="list-style-type: none"> <li>• May be combined with the face-to-face observation conference</li> <li>• Review educator progress</li> </ul>

*\*Face-to-face conference can be completed virtually if teacher and/or supervisor are working remotely.*

# LEGENDS Milestone Dates 2021-22

## Guiding Principles for Licensed Evaluation During the 2021-2022 School Year

(taken from the Oregon Framework for Teacher and Administrator Evaluation and Support Systems, revised for 2021-22)

### ADDRESSING THE IMPACTS OF COVID-19

COVID-19 continues to impact Oregon's educational systems in ways that are difficult to predict, with effects ODE will continually seek to understand alongside schools, educators, and their communities. During these challenging times, educators are adapting their instructional and leadership practices to respond to changing settings and needs. ODE is committed to helping districts in their efforts to provide essential support and feedback to educators.

Educator evaluation strengthens, supports, and enhances professional growth opportunities for teachers and administrators based on individual strengths and needs, with the ultimate goal of improving student learning. The following guidance reflects these values.

#### Guiding Principles for 2021-22:

OAR 581-022-2410 describes the requirements for teacher and administrator evaluation and support in Oregon. While the requirements in this rule remain in effect for the 2021-22 school year, ODE encourages districts to consider the following guiding principles adapted from the Ready Schools, Safe Learners Resiliency Framework when completing the evaluation process:

- *Ensure safety and wellness.* Educators, like their students, are experiencing intense levels of stress and anxiety as they enter this school year. Adjustments to evaluation that build trust and emphasize collaboration can promote staff wellness, reduce burnout, and help teachers and administrators support student well-being.
- *Cultivate connection and relationship.* Take a collaborative stance regarding evaluation to create space for partnership between educators and evaluators. Help educators connect to resources as well as one another as they navigate a school year that will be like no other.
- *Prioritize equity.* Recognize the disproportionate impact of COVID-19 on Black, American Indian/Alaska Native, and Latino/a/x, Pacific Islander communities; students experiencing disabilities; students living in rural areas; and students and families navigating poverty and houselessness. Prioritize standards of professional practice that help educators center equity in their classrooms and the students they serve.
- *Innovate.* Returning to school is an opportunity to improve teaching and learning by iterating on new instructional strategies, rethinking learning environments, and investing in creative approaches to address unfinished learning.