PROMISING PRACTICES AND IMPLEMENTATION TOOLS

The following is the Lever for Educator Excellence that most closely applies to the practice detailed below.

Supervision and Evaluation

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- **Title of Promising Practice:** *Walkthrough Templates on Observation 360*

- **District where implemented:** Medway Public Schools, 45 Holliston Street, Medway, MA 02053

- **How would you describe this practice?** Much more specifically than in the past, the new Massachusetts educator evaluation system connects information gleaned from teacher observation to educators' student learning and professional practice goals. The district is using custom templates it has designed through Observation 360 software to provide teachers with targeted, specific feedback directly connected to their learning goals.

    The practice described above exemplifies many of the criteria necessary if an evaluation system is to be a lever for positive change   in a school district:

- Educators are evaluated in alignment with the Common Core of Professional Knowledge and Skills.
- The district promotes a culture of continuous improvement through a combination of formal evaluations and ongoing, informal instructional

feedback.

- Evaluations incorporate multiple sources of data.
- The district provides evaluators with extensive professional development and support to ensure compatibility and congruence with one another.

- **What are the goals of this practice?** Observation 360, a sister product to PD 360, allows principals and other instructional leaders to do an observation or walkthrough of a teacher using an iPad or iPod Touch. Observation 360 is linked to PD 360, so that as teachers get the results of their observation, they also get prescriptive guidance on what learning segments they should use in PD 360—based on the results of the observation. Its use in implementing the new educator evaluation system meets several of the district's goals, most particularly the following:
- Implement the new state Educator Evaluation system for teachers, principals, and superintendent
- Provides staff with relevant, continuous PD opportunities to improve instruction, use technology, collaborate, and improve content knowledge

- **How does this practice reflect your district's mission and core values?** The Medway School District believes that every student can, with appropriate supports, achieve at high levels if its educators share the responsibility for the learning of all students by actively collaborating with colleagues and personalizing and differentiating instruction. It is through the use of custom observational templates that evaluators and evaluees can ensure that such collaboration, personalization and differentiation occur.

- **What grade levels are applicable?** K-12

- **How did you implement this practice so that it has been more successful than others you have used?** Medway Public Schools have been using Observation 360 to give quick general feedback for the past year and have used this process to build trust between teachers

and evaluators. By transitioning to more specific observation templates that connect directly to educators' goals, the district can better support improved instruction and the attainment of educator proficiency levels detailed in the formative or summative assessments of the educator evaluation system.

- **How has this practice changed your district?** Using iPads with easy-to-use software and setting specific targets for numbers of walkthroughs has been helpful in ensuring that teachers receive frequent feedback. The observations are uploaded quickly and other administrators can be copied on them. They are then stored in a teacher portfolio that is connected to PD 360, in which teachers are encouraged to view high-quality videos either alone or in collaborative groups to support their improvement in areas identified in the walkthroughs. That is how the district is working to ensure that all administrators are giving and all teachers are receiving helpful targeted feedback on their practice.

- **What are the resources (time, money, materials, etc.) required for successful implementation?** The main resources required for implementation of technology to support the Educator Evaluation process were:

- **Software license fees.** The district purchased a bundle that included PD 360, Observation 360, and Common Core360. The integration between the professional development videos and the observation tools is a significant advantage of the product. The fee varies by the size of the school district.
- **Hardware costs.** The district purchased iPads for all evaluators, which was invaluable to support ease of use and portability. The product also works well on desktops, but the iPads allow for immediate feedback.
- **Training.** While many of the costs for training were included in the license fees, some were not. Administrators varied in their need for training in the use of the software, but most were able to access it with little assistance.
- **Template and work process flow development.** This was fairly labor intensive, as the district worked with the assistance of SINET to create

and revise custom templates and a workflow process that will enable it to move towards a paperless evaluation system.

- **Attached please find samples of the observation tools used to implement and advance this practice.**