

PAETEP – Registration

Go to: www.PAETEP.com/delawarevalley

Click on the registration link at the top right hand corner and complete the registration.

The screenshot shows the PAETEP website interface. At the top, there is a navigation bar with links for 'RESOURCES' and 'SUPPORT'. Below this, a blue banner contains the text 'for announcements, updates, helpful tips, and more!' and a 'Register' link. A red arrow points to the 'Register' link. The main content area features a large banner with the PAETEP logo and the text 'Electronic Teacher Evaluation Portal'. The background of the banner includes a pencil, a gear, and a puzzle piece.

PA-ETEP Registration

- 1) Complete the registration form
- 2) An email confirmation form will be sent to you inbox from DoNotReply@paetep.com

Your email will be your username.

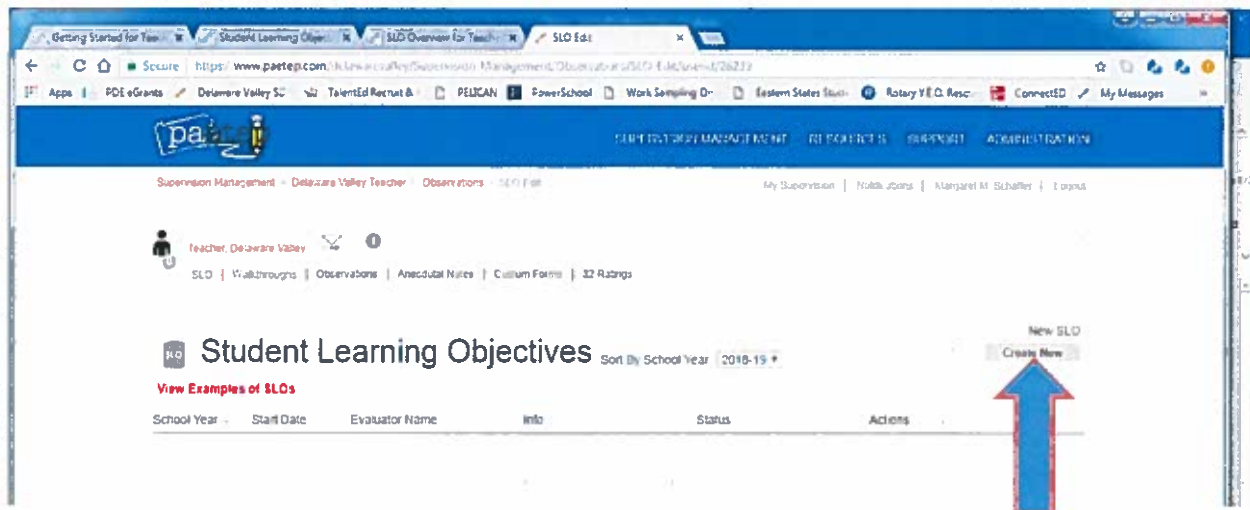
District	<input type="text" value="Delaware Valley SD PAETEP..."/>
Building	<input type="text" value="Please Select a Building"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Email Address	<input type="text"/>
Educator Type	<input type="text" value="Teaching Professional"/>

Are you a nontenured employee? Yes No

Passwords must contain a minimum of 9 characters

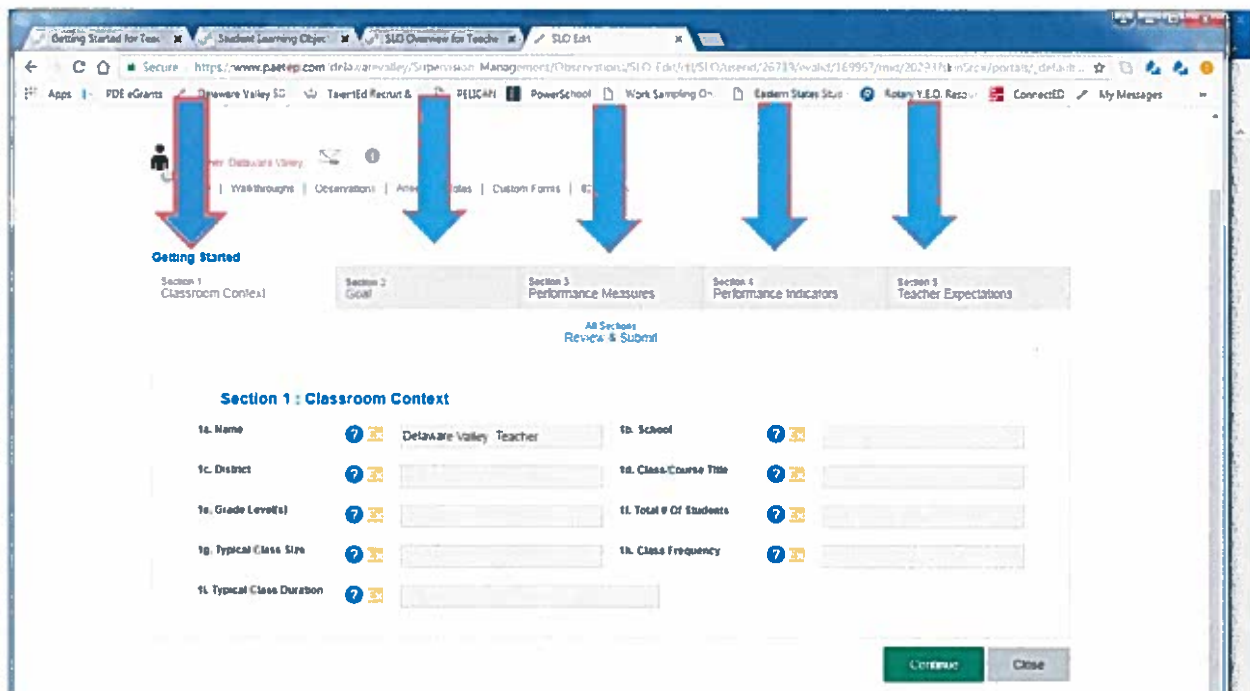
Creating your SLO (Student Learning Objective)

Teacher Creates SLO



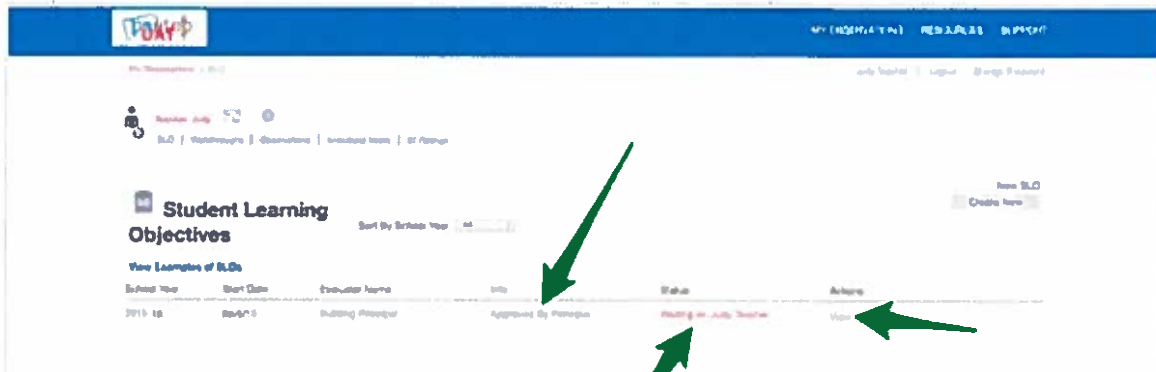
Select supervising administrator and create SLO and work through the various tabs to complete your SLO and submit to your supervising administrator.

1. Classroom Context
2. Goals
3. Performance Measures
4. Performance Indicators
5. Teacher Expectations

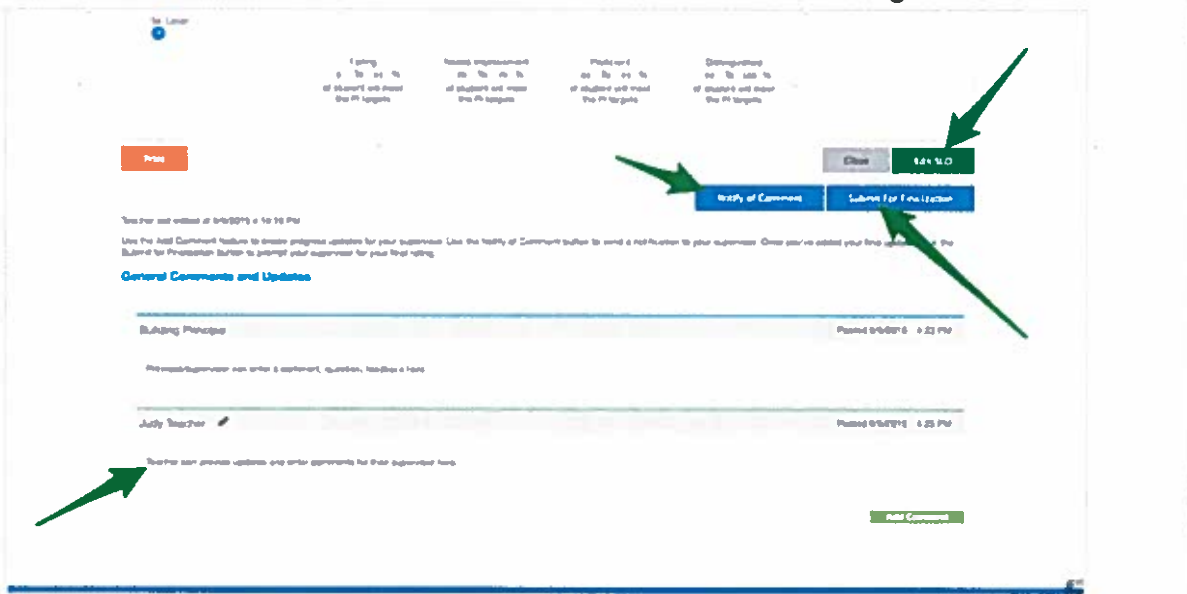


Administrator will provide feedback as appropriate.

Following administrative approval provide SLO data updates as appropriate.



When SLO data has been collected submit to administrator for final SLO rating.

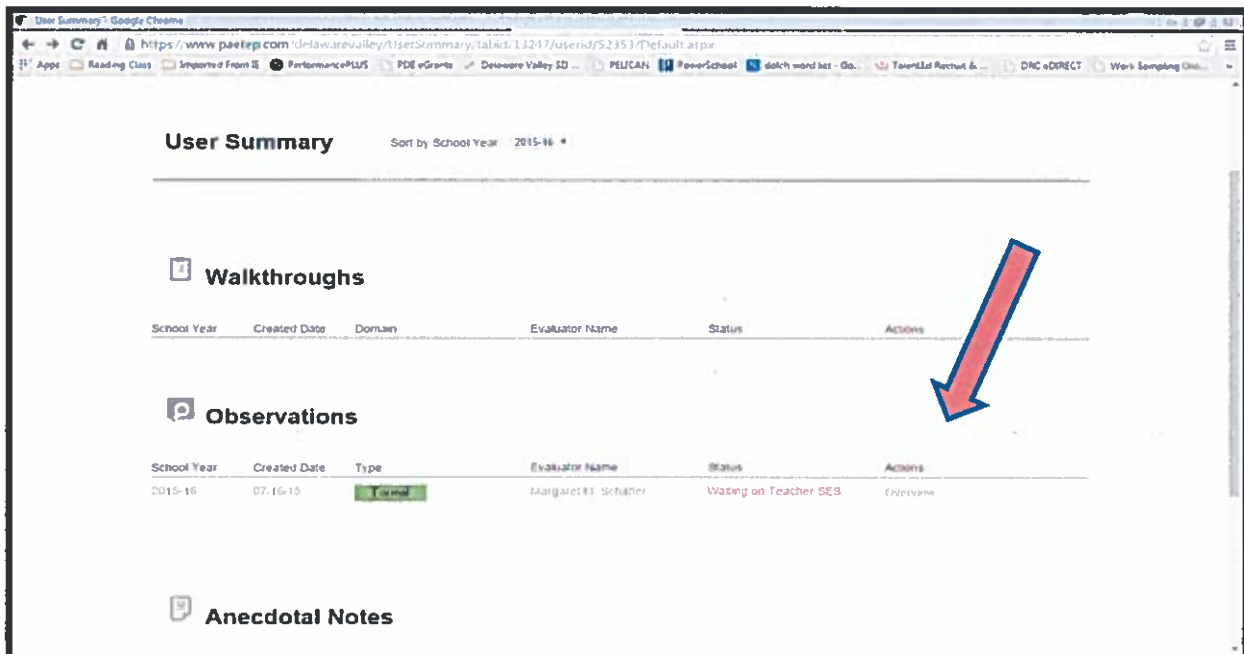


Once completed by administrator review final rating and comments.



Formal Observation Process

Step 1 – Pre Observation Questionnaire - The administrator will open an observation. Once the observation has been opened the teacher opens the link below and begins to complete the **Pre Observation Questionnaire** (aka lesson plan).



User Summary Sort by School Year 2015-16

Walkthroughs

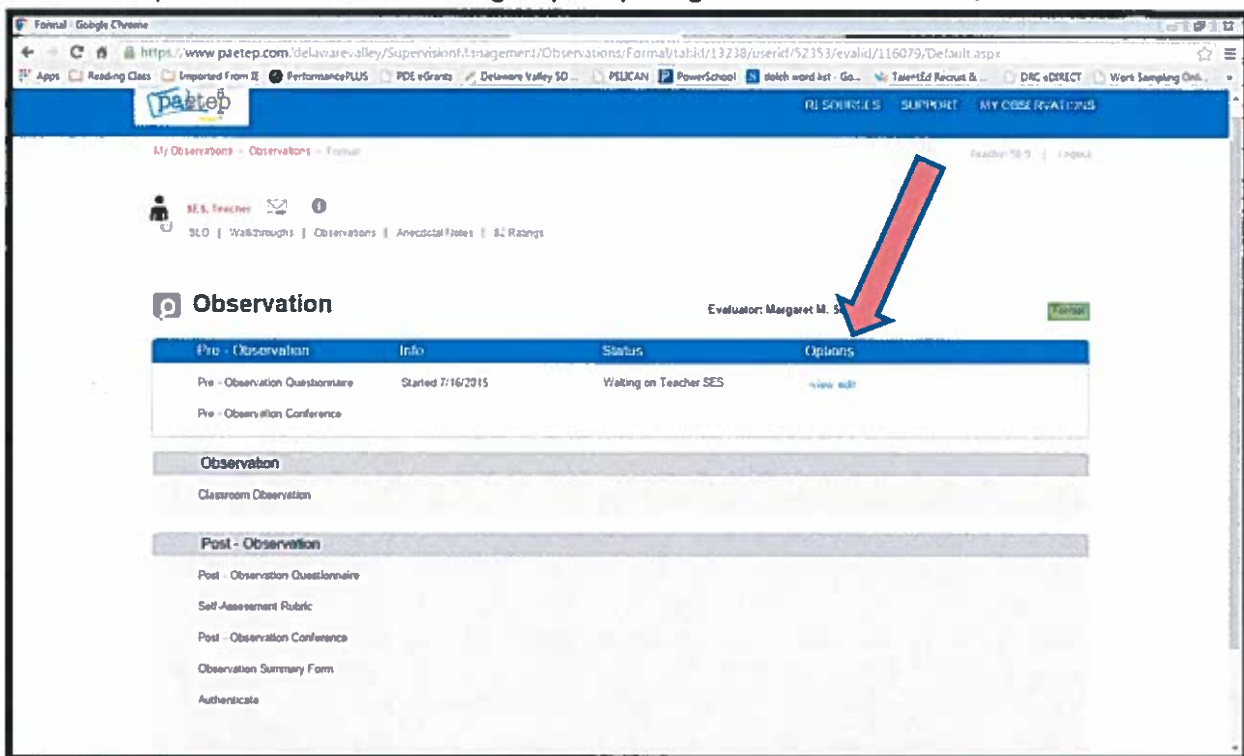
School Year	Created Date	Domain	Evaluator Name	Status	Actions
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Observations

School Year	Created Date	Type	Evaluator Name	Status	Actions
2015-16	07-16-15	Formal	Margaret M. Schaffer	Waiting on Teacher SES	Overview

Anecdotal Notes

The teacher will then be directed to the screen below which provides an overview for the entire formal observation process. The teacher will begin by completing the **Pre Observation Questionnaire**.



Observation Evaluator: Margaret M. S. Status

Pre - Observation	Info	Status	Options
Pre - Observation Questionnaire	Started 7/16/2015	Waiting on Teacher SES	View edit
Pre - Observation Conference			

Observation

Classroom Observation

Post - Observation

Post - Observation Questionnaire

Self-Assessment Rubric

Post - Observation Conference

Observation Summary Form

Authenticate

After selecting the Pre Observation Questionnaire you will begin to complete each section for Domain 1. Do not rely solely on the questions posed on PAETEP. Please make sure to refer to the specific Planning and Preparation descriptors from the Danielson Rubric. Also, you may refer to the sample lesson plans found in your red binder.

Formal 2 Google Chrome

https://www.paetep.com/delawarevalley/Supervision/Management/Observations/Formal/TabId/13238/cid/PreObservation/userid/52353/evalid/116079/mw/1/202...ault.aspx?

Apps Reading Class Imported From IE PerformancePLUS PDE eGrants Delaware Valley SD ... PELSCAN PowerSchool dolch word list - Go... Talented Recruit & ... CRC eDIRECT + Sengling On...

Pre-Observation

Return

Submit Section

1a. Demonstrating Knowledge of Content and Pedagogy:
What is the content to be taught? What prerequisite learning is required?

Add Comment

1b. Demonstrating Knowledge of Students:
Characterize the class. How will you modify this lesson for groups or individual students?

Add Comment

1c. Selecting Instructional Outcomes:
What do you want students to learn during this lesson?

Add Comment

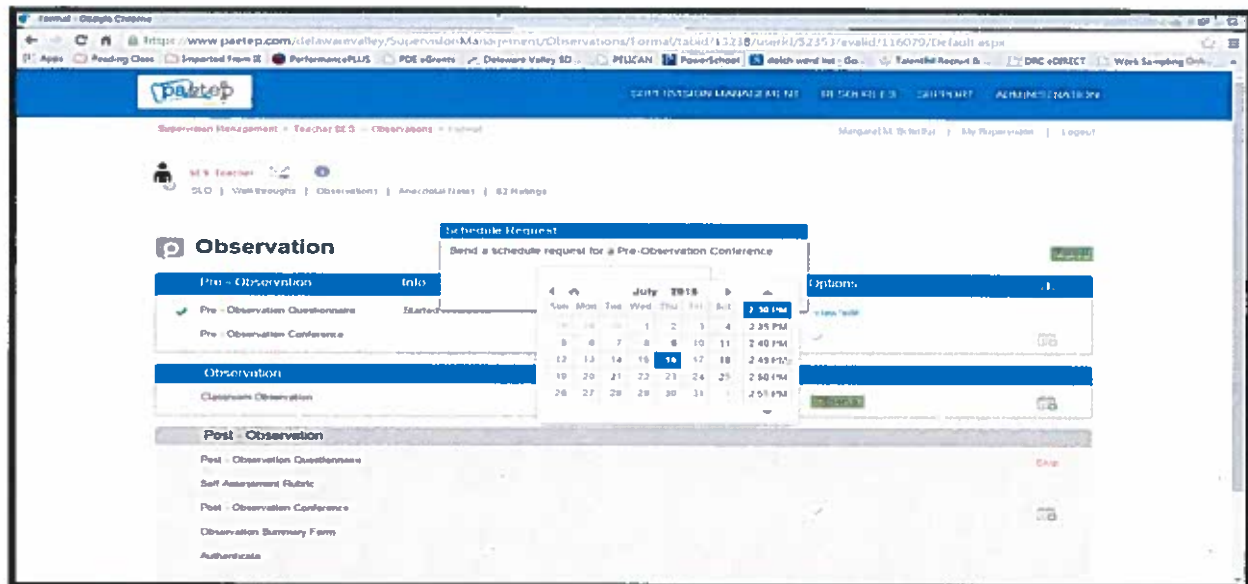
1d. Demonstrating Knowledge of Resources:
What resources were considered for this lesson and rejected? Why? What resources will be used? Why?

Add Comment

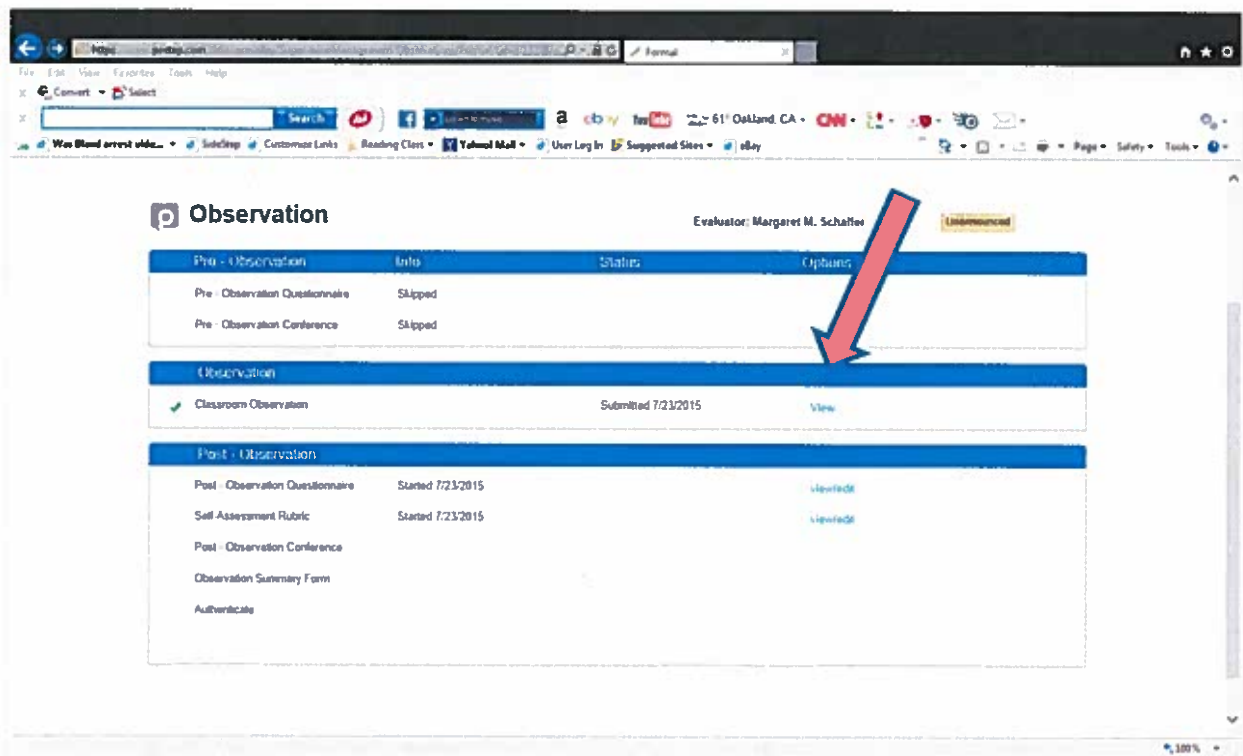
1e. Designing Coherent Instruction:

After you have completed each section and are satisfied with your lesson planning and preparation documentation you will submit this section back to the administrator by selecting the yellow submit section button.

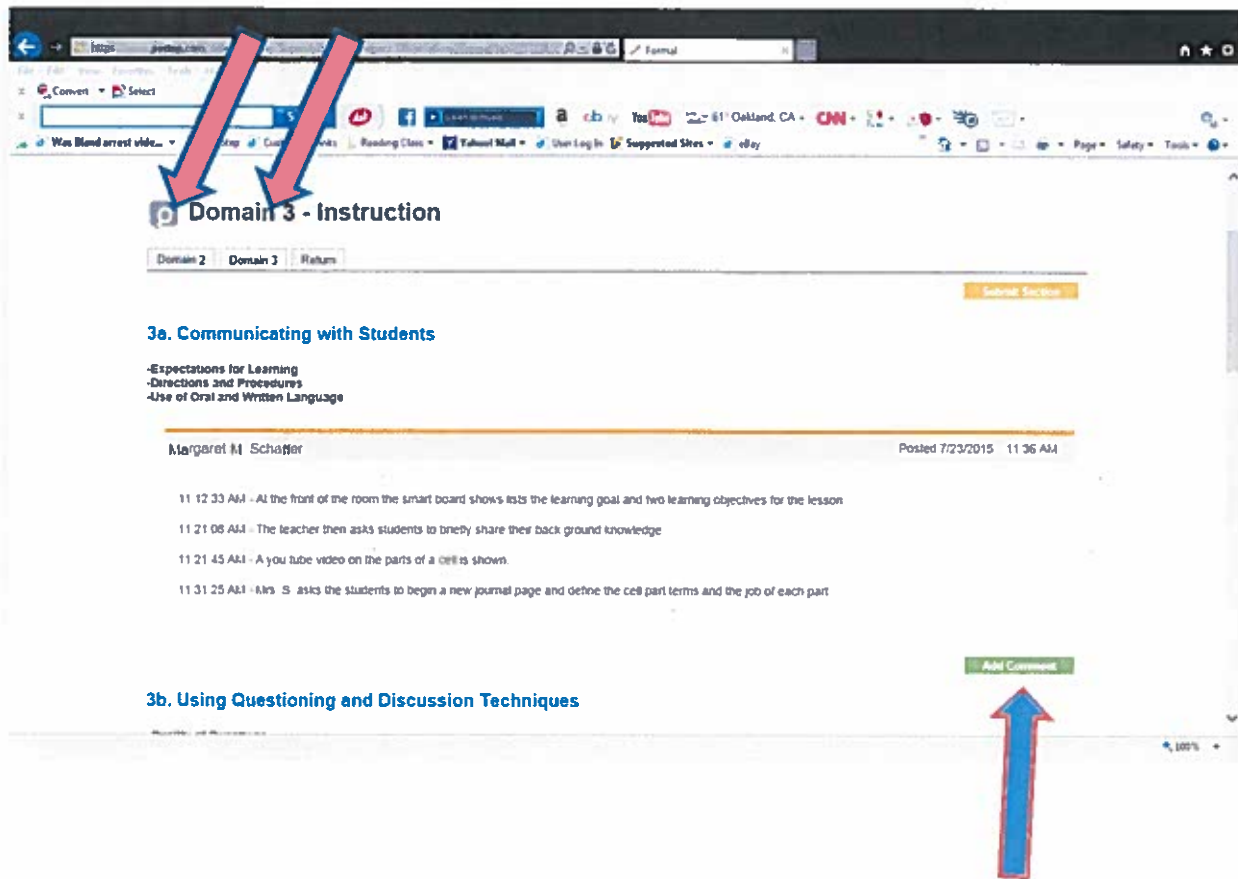
Step 2 – Pre-Observation Conference Next, the Administrator will review your lesson plan. If the plan is satisfactory he/she will schedule a Pre-Observation Conference. During this conference you will review your lesson plan and can explain specific information. The administrator may provide suggestions for improving your plan. This usually occurs when the teacher has not referenced and used the Danielson Rubric prior to writing and submitting the plan. **Therefore, our administrators strongly suggest that you focus on the Danielson Rubric when completing your lesson plan.**



Step 3 – Observation - Once the Pre-Observation Conference (lesson plan review) has been completed the **Observation** will be scheduled. The administrator will then conduct the observation and assign each piece of evidence to a subdomain from Domains 2 and 3 of the Charlotte Danielson rubric.

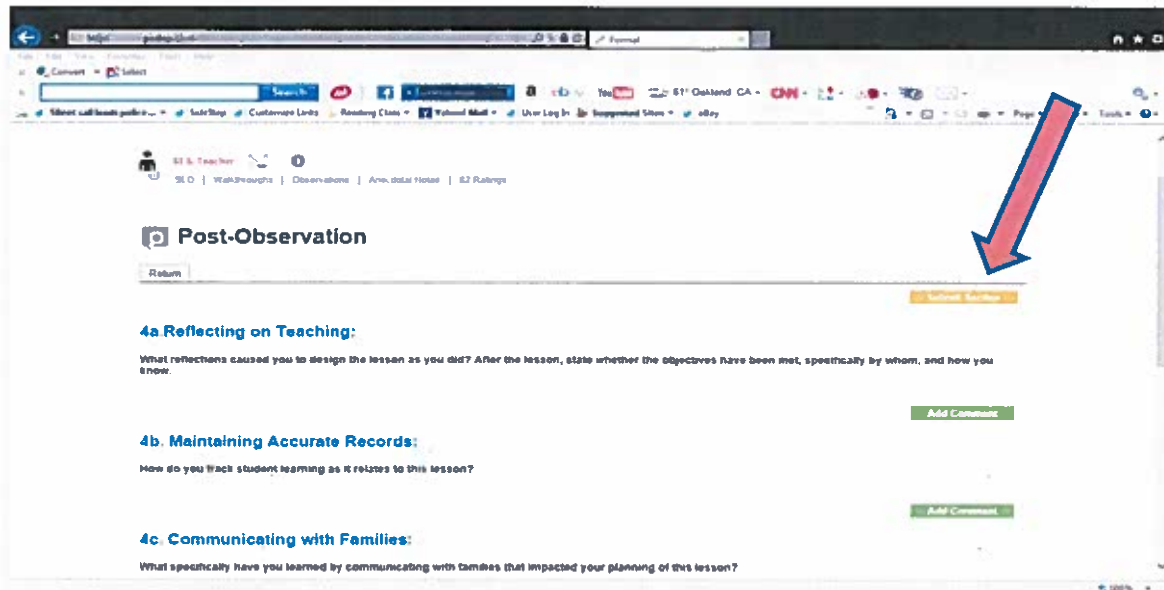


The teacher will select the view hyperlink to view the observation and add comments. This is your opportunity to add additional information that may not have been directly observed during this lesson. You may also upload artifacts (e.g. pictures, worksheets, assessment rubric).

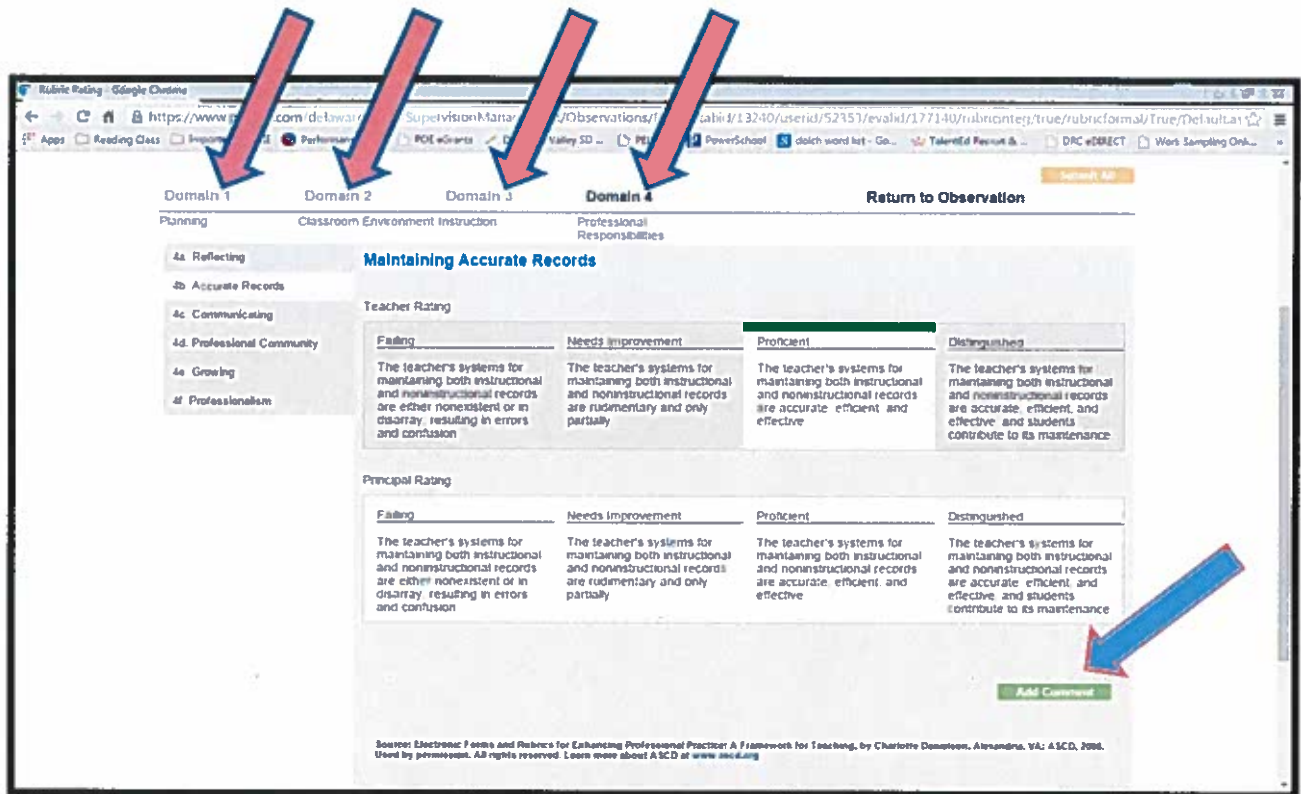


Step 4 – Post Observation Questionnaire After you have had the opportunity to review, provide comments and submit your observation back to the administrator, you will complete the Domain 4 – Post Observation Questionnaire section. Once again, you are urged to refer to the Danielson Rubric when completing this section. Do not rely solely on the questions posed in this section. Be reflective and consider this section as a way to begin to plan your own professional development goals for the upcoming year. Use the data from your formal observations, walk-through evaluations, lesson planning etc. to begin to formulate your responses in this section.

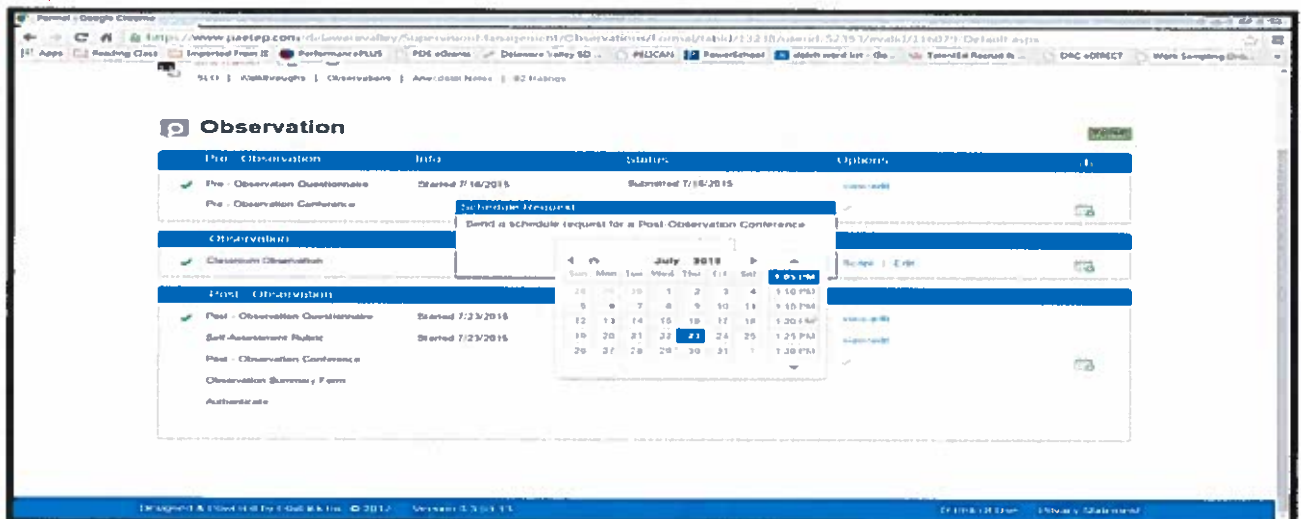
Upon completion resubmit your observation to the administrator.



Step 5 – Self Assessment Rubric – You and the administrator will have the opportunity to determine the rubric score for each domain/subdomain category. Both the teacher and the administrator will also be able to site specific evidence or add additional comments under the comment section for each subdomain. Again, make sure you complete the self-assessment rubric for all four domains and for all of the sub-domains within each category. Upon completion of the **self-assessment** and the administrative evaluation, a post-observation meeting will be scheduled. Please make sure to complete the self-evaluation for each domain and subdomain.



Step 6 - The Post Observation Conference will be scheduled and the observation will be concluded.



During the post observation conference, the teacher and administrator will discuss strengths and areas for growth or improvement. During the conference, the team will compare rubric designations and define strengths and areas for improvement.

Two strengths and two areas of growth will be defined before the conference concludes. Next steps for continuous improvement will also be defined if applicable.

paetep.com/delawarevalley/SupervisionManagement/Observations/Formal/tabid/13238/userid/52353/evalid/116079/Default.aspx

SLO | Walkthroughs | Observations | Anecdotal Notes | 82 Ratings

Observation Summary

Select Summary

Domain 1 Domain 2 Domain 3 Domain 4

1a Content Knowledge 1b Student Knowledge 1c Setting Outcomes 1d Resource Knowledge 1e Coherent Instructions 1f Student Assessment

Component Strengths of the Teacher's Practice (List no more than two components)

Select One Select One

Component Areas for Growth in the Teacher's Practice (List no more than two components)

Select One Select One

Next Steps

Save Summary Return

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Step 7 and 8 – Observation Summary and Authenticate - The teacher and administrator will log into the system and type in their name to authenticate and finalize this particular observation. They will review the **Observation Summary Form and Authenticate** the observation.

paetep.com/delawarevalley/SupervisionManagement/Observations/Formal/tabid/13238/userid/52353/evalid/116079/Default.aspx

My Observations - Observations - Formal Teacher: SLS Teacher

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Authenticate Observation

Teacher Name:

Authenticate Return

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