

# Effectiveness Project: An Evaluation System Turnkey Solution



## Frontline Partnership

The CESA 6 Growth & Development team continues to partner with Frontline Education to provide an online platform to efficiently document evidence, provide actionable feedback, and allow for collaborative contributions to the educator's evaluation. The team will assist the district in loading the most recent EP forms and configuring its Frontline platform, as well as provide any necessary training for district platform managers, evaluators, and employees.

## Current Frontline Users

Districts that currently use Frontline will be able to transition to the EP forms at no additional cost. Previous evaluations will be archived in Frontline.

## New to Frontline Users

Districts that do not currently have a Frontline account will be required to complete the onboarding process facilitated by the CESA 6 team and Frontline specialists. Districts will be charged a one-time configuration fee of \$2,000, which is not covered by the EE grant.

## EP Unique Features

### Evaluation Systems for all Employee Groups

The EP Suite includes Performance Evaluation systems for Teachers, Educational Specialists, and School Administrators. Performance evaluation systems designed for additional district staff utilize the same EP processes and are available at an additional cost for the following roles:

- Central Office Administrators
- District Administrators
- Non-Certified Support Staff
- Athletic/Activity Directors
- Coach/Advisors

### Performance Standards, Indicators, & Rubrics

Each EP performance evaluation system is based on Six Performance Standards that describe the effective practices for each role. Employees receive an effectiveness rating for each of the six standards at the end of their evaluation cycle (typically every three years).

Performance indicators provide examples of observable, tangible behaviors that indicate the degree to which educators are meeting each standard. These indicators help clarify performance levels and job expectations.

The Performance Appraisal Rubric is a behavioral summary scale that describes acceptable performance levels for each of the six performance standards and is utilized to determine the summative rating for each of the six standards.

### Educational Specialist Job-Specific Indicators

Unique Performance Indicators are available for each of the Educational Specialist roles to more clearly define the specific duties and expectations for each role. Job-specific indicators are available for the following positions:

- Autism Program Support
- Instructional Coach
- Library Media Specialist
- Occupational & Physical Therapist
- School Counselor
- School Psychologist
- School Social Worker
- School Nurse
- Speech-Language Pathologist



### Rapid Cycle Feedback Observations

EP utilizes the Rapid Cycle Feedback (RCF) process to meet the requirements for educator observations. The RCF process consists of an educator-identified growth area that will be the focus during classroom observations. The observations are followed by face-to-face collaborative feedback conversations as well as written feedback and reflections by the educator and the evaluator.

- Districts utilizing the RCF process report:
  - Increased educator engagement in the evaluation and feedback process
  - Increased evaluator ability to provide higher quality, more frequent feedback relevant to the educator's focus area
  - Increased shift in educators' practices, resulting in positive educator and student outcomes
  - RCF-specific training resources are available at no cost to EP districts.

### Surveys

Educator reflections on student or stakeholder survey responses are highly recommended, as they offer valuable insights from the perspectives of those being served. A beginning-of-the-year survey helps identify areas for growth and a plan to adjust practices based on feedback from the respondents. A follow-up survey allows the educator to reflect on the impact their change in practices has made.

## Training Resources

### Evaluator Training

All evaluators who are new to EP are required to complete the New Evaluator of Teachers (NET) training. The training consists of 4 self-paced online modules that must be completed prior to evaluating teachers, as well as an optional New Evaluator cohort opportunity during the school year. Regional facilitators will also conduct 30-, 60-, and 90-day check-ins with all new EP evaluators to ensure they are successful in their first year.

### Evaluator Recertification & Calibration

Certified EP evaluators must maintain their certification status by completing the EP biannual recertification courses (fall and spring). Recertification courses are designed to encourage collaboration among administrative teams and thereby satisfy the biannual district calibration. A district facilitator may access the course and lead the team through the activities. Team members who cannot attend the collaborative session may independently complete the course.

### Educator Training

An online EP training course for educators is available to all EP districts at no cost. If needed, additional virtual or on-site training can be arranged with regional facilitators for an additional cost.

## EP Support

The CESA 6 team provides multiple levels of support for all EP districts both directly as well as through partnering with EP Facilitators in each CESA region across the state.

### Statewide Meetings

Several statewide virtual meetings are held each year to inform EP districts of the latest updates, best practices, and management of their Frontline site.

### New EPIC and FPM training series

District-level leaders who are new to EP are provided the opportunity to participate in two different training series to support implementation and ongoing success at the local level.

### EP Help Center

EP resources and documents are available at no charge in the online EP Help Center.

### EP Help Desk

The EP Help Desk provides easy access to Growth & Development specialists and consultants to promptly address issues, questions, or concerns that arise.

### Form Customizations

To maintain our commitment to district flexibility regarding EP, districts may work with the CESA 6 team to customize Frontline forms to meet the needs of their district for an additional cost. All customization must be approved by the Growth & Development director.

Contact [epsupport@cesa6.org](mailto:epsupport@cesa6.org) to discuss available customizations.



920-236-0510  
[solutions@cesa6.org](mailto:solutions@cesa6.org)  
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Please contact us to schedule a demonstration that fits your schedule.