

## 2021-2022 BRIDGES Classroom FTEM - Deliberate Practice Manual

The District and Broward Teachers Union are pleased to share that the Deliberate Practice component for BRIDGES 2021-2022 will be weighted as 15% of your overall evaluation score. The Deliberate Practice is comprised of two parts: **Part 1 – Self-Assessment** and **Part 2 – Growth Plan**

**Part 1 - Self-Assessment:** You will self-assess yourself on the Elements within the Focused Teacher Evaluation Model. The way you rate yourself on the Self-Assessment **WILL NOT** count toward your evaluation; **only the completion of the Self-Assessment does.**

In order to complete your Self-Assessment, please follow the directions below:

1. Access iObservation at: [www.effectiveeducators.com](http://www.effectiveeducators.com)
2. Login: If you have never logged into iObservation, you will need to click on *First Time User* and follow the prompts.



**Note:** You must use the same login you use to access your Outlook email (P#####@browardschools.com).

For login assistance, call the iObservation hotline at 754-321-5085.

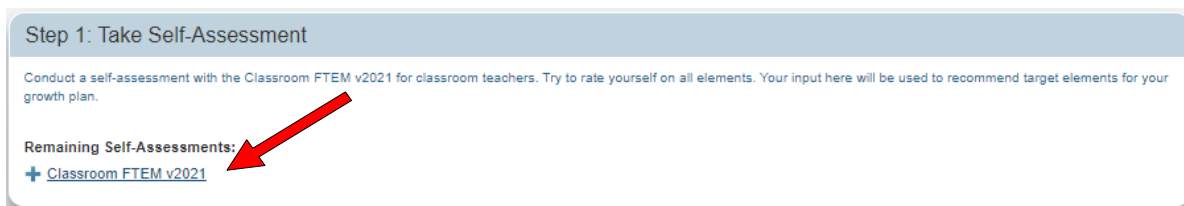
3. Click on **Growth** and select **Plans** from the dropdown menu:



4. Click on **+ Create New Plan**



5. Step 1: Take Self-Assessment: Click on **+ Classroom FTEM v2021**



**Note:** You will receive a Deliberate Practice score based on the date that the Self-Assessment was finished. As a reminder, the way you rate yourself on the Self-Assessment **WILL NOT** count toward your evaluation; **only the completion of the Self-Assessment does.**

Submission dates and corresponding ratings for the Deliberate Practice Score:

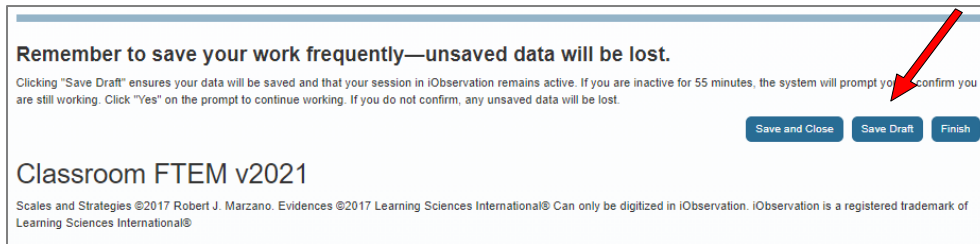
<b>Highly Effective (4.0)</b>	The educator completed and finished the Self-Assessment by November 19, 2021 at 11:59 pm.
<b>Effective (3.0)</b>	The educator started the Self-Assessment on time and finished after November 19, 2021.
<b>Needs Improvement (2.0)</b>	The educator started the Self-Assessment after the due date and finished it by April 22, 2022.
<b>Unsatisfactory (1.0)</b>	The educator does not start or finish the Self-Assessment by April 22, 2022.

**\*\*You are encouraged to complete and submit the Self-Assessment by clicking the **Finish button** by Friday, November 19, 2021 at 11:59 pm.\*\***

When completing the Self-Assessment, please note the following button selections:

- **Save and Close** allows you to save your Self-Assessment and return to your Growth Plan page.
- **Save Draft** saves and allows you to return to your Self-Assessment while in progress.
- Select **Finish** when you have completed your Self-Assessment.

You may edit your Self-Assessment until **Friday, November 19, 2021, at 11:59 pm.**



6. Rate your current level of performance on all Elements. Select Elements where growth is needed. If needed, the **Scale** and/or **Reflection Questions** resource links provide further information and clarification of the requirements of each Element.

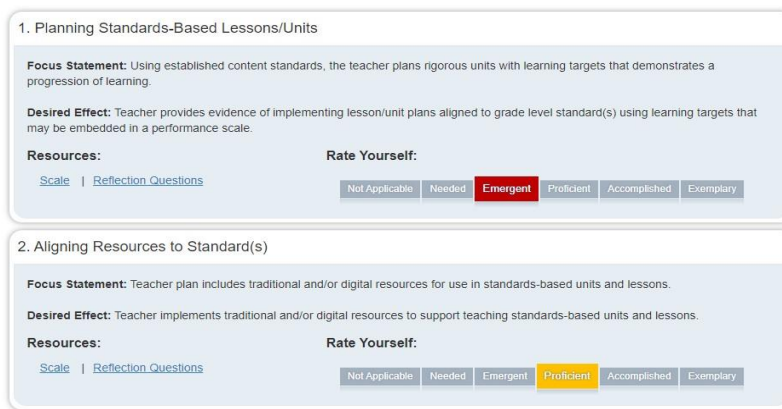
Rate Yourself Meanings:

- **Needed** - Makes no attempt.
- **Emergent** - Teacher uses strategy incorrectly or with parts missing.
- **Proficient** - Teacher uses strategy correctly.
- **Accomplished** - Teacher provides evidence of implementation.
- **Exemplary** - Teacher helps others by sharing evidence of the impacts of student learning.

#### Standards-Based Planning

Here is an example:

At any time, you may select the **top** button to return to the top of the page.



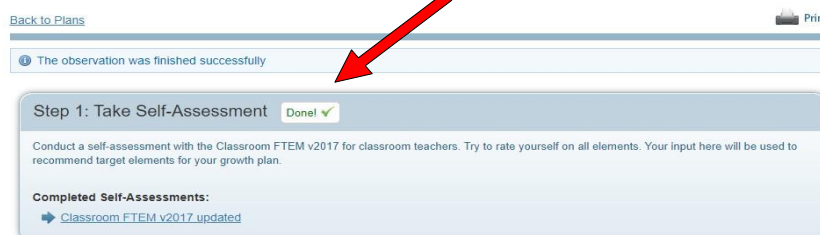
7. **Once you have completed your Self-Assessment, select the **Finish** button.**

You will see the screen on the right:



Select **OK** and the following screen will appear: The Green **Done!** ✓ is displayed each time you complete a Step:

#### Create New Growth Plan



You may edit your finished Self-Assessment any time before **Friday, November 19, 2021, at 11:59 pm** by following these steps:

Click on [Classroom FTEM v2021](#) (see above) to re-open the Self-Assessment window.

Click on [Revert to Draft](#) (at top of iObservation screen).

You will see the following pop-up window on the right:

Enter your reason for reverting this observation and then select the [Continue](#) button to return to the Self-Assessment page to make any changes.

Repeat the directions for completing and finishing the Self-Assessment.



## Part 2 – Growth Plan:

### 1. Step 2: Select Target Elements



Click on [+ Select Target Elements](#)

**Two (2) Target Elements are required.** You will complete the entire process for one Target Element and then be prompted to choose a second.

Please make sure that at least one (1) of your selected Elements is from the [Standards-Based Instruction Domain](#) and the second Element can be any of your choosing from the remaining Elements.

Select one (1) Target Element from the [Standards-Based Instruction Domain](#), then click on [Configure](#) to proceed.

Recommended Elements		Self-Assessment Score
Classroom FTEM v2021		
1. Planning Standards-Based Lessons/Units	<a href="#">Configure</a>   <a href="#">Preview</a>	2.0 - Proficient
2. Aligning Resources to Standard(s)	<a href="#">Configure</a>   <a href="#">Preview</a>	2.0 - Proficient
3. Planning to Close the Achievement Gap Using Data (Data refers to data obtained through student monitoring.)	<a href="#">Configure</a>   <a href="#">Preview</a>	2.0 - Proficient
4. Identifying Critical Content from the Standards	<a href="#">Configure</a>   <a href="#">Preview</a>	1.0 - Emergent

(For the following example, as shown below, Identifying Critical Content was selected.)

Complete the questions of the **Performance Goal** by selecting your current starting performance level and FINAL goal for your selected Element. Please note the starting performance is automatically taken from the Self-Assessment in Step 1.

**Target Element: 4. Identifying Critical Content from the Standards**  
For the targeted element, please answer the following questions.

Performance Goal:

**\*Your starting performance level for "4. Identifying Critical Content from the Standards"**

**\*What level of achievement is your FINAL goal for "4. Identifying Critical Content from the Standards" for this plan?**

The purpose of selecting **Target Elements** is to show growth in your Growth Plan. Performance Goals:

- **Needed** – Strategy was called for but not exhibited.
- **Emergent** – Teacher uses strategy incorrectly or with parts missing.
- **Proficient** – Teacher uses the strategy correctly, but less than the majority of **students** show evidence of having reached the desired effect in their work.
- **Accomplished** – The majority of **students** should show evidence of having reached the desired effect in their work.
- **Exemplary** – 91% to 100% of **students** should show evidence of having reached the desired effect in their work.

Briefly **respond to ALL three** (3) of the following **Target Element Questions** (this step must be completed), then select **Save**.

Target Element Questions:

**\*Current student behavior/learning that I want to see improve as a result of focusing on this target strategy**

**\*Changes in student behavior/learning I expect to see as a result of focusing on this target strategy**

**\*State your Growth Goals for this element**

Once you select **Save**, you will be returned to the Step 2: Select Target Elements screen. You will see that you have successfully selected one Target Element and will now repeat the process so that you can select your second Target Element.

Remember that at least one of the Elements must come from the **Standards-Based Instruction Domain** and the second Element can be any of your choosing from the remaining Elements.

**Repeat Step 1** by selecting **another** Target Element from the remaining Elements.

Once you complete these steps and select **SAVE** you will see the following screen:

Selected Elements	Self-Assessment Score
Classroom FTEM v2021	
3. Planning to Close the Achievement Gap Using Data (Data refers to data obtained through student monitoring.) <a href="#">Remove</a>   <a href="#">Edit</a>   <a href="#">Preview</a>	2.0 - Proficient
4. Identifying Critical Content from the Standards <a href="#">Remove</a>   <a href="#">Edit</a>   <a href="#">Preview</a>	1.0 - Emergent

You have now selected the TWO (2) required Target Elements. You may now continue by selecting the **Back to Plan** button.

You will now see a **Done!** ✓ for BOTH Step 1 and Step 2.

You are now ready to complete **Step 3: Identify Action Steps**.

2. Click on **+ Develop a Plan for Growth**

3. Then select the first **+Add a Step**

Action Step	Date	Elements
Principals will review progress on Action Plan	Second week in November	All
Principals will review progress on Action Plan	Last Week in April	All

You will be taken to the following screen:

**Step 3: Outline Action Steps**

[Back to Plan](#)

Create a plan for reaching your growth goals by adding action steps. Use the bars on the right side of the action step bubbles to drag them into any order you like.

[+ Add a Step](#)

**Describe the Action Step:** Action Step Ideas: Select an Action Step Idea

**\*Date:**

**Element:**

**Add a Resource:** Remove All

- Videos of Other Teachers
- Reflection Log
- Instructional Rounds Worksheet
- Video Observation Worksheet
- Video Self Observation Worksheet

Principals will review progress on Action Plan  
Date: Second week in November  
Elements: All

Principals will review progress on Action Plan  
Date: Last Week in April  
Elements: All

[+ Add a Step](#)

To complete your Action Steps, you may select predetermined **Action Step Ideas** from the dropdown window **"Select an Action Step Idea"** or you may type your own idea into the box provided:

**Step 3: Outline Action Steps**

[Back to Plan](#)

Create a plan for reaching your growth goals by adding action steps. Use the bars on the right side of the action step bubbles to drag them into any order you like.

[+ Add a Step](#)

**Describe the Action Step:** Action Step Ideas: Select an Action Step Idea

Once you have selected your Action Step, it will automatically appear in the box and you have the option to add more text if desired.

**Step 3: Outline Action Steps**

[Back to Plan](#)

Create a plan for reaching your growth goals by adding action steps. Use the bars on the right side of the action step bubbles to drag them into any order you like.

[+ Add a Step](#)

**Describe the Action Step:**

Record myself teaching on video and do a self-observation

**\*Date:**

**Element:**

**Add a Resource:** Remove All

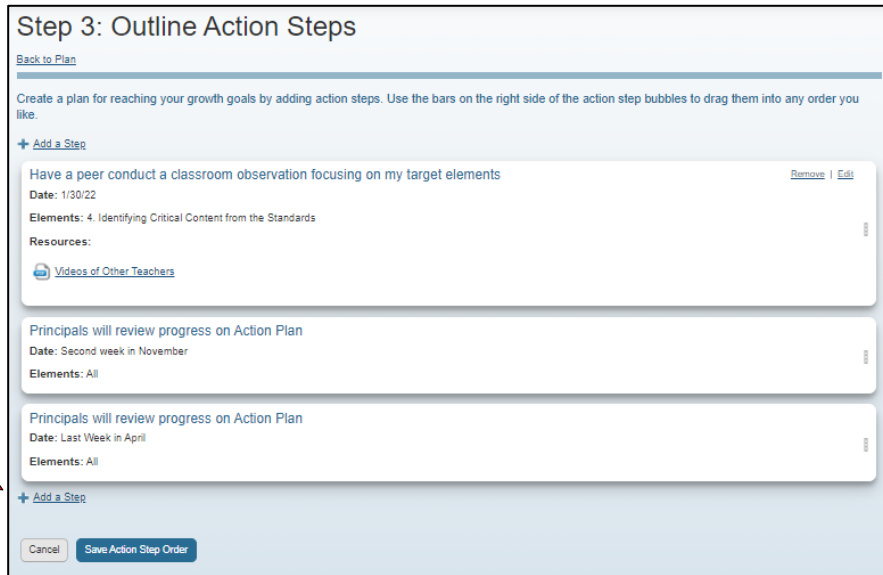
- Videos of Other Teachers
- Reflection Log
- Instructional Rounds Worksheet
- Video Observation Worksheet
- Video Self Observation Worksheet

In the **\*Date** box, you may input a specific date (example: 1/30/22) or a general time frame (example: daily, weekly, monthly).

For the **Element** box, you may select one of your two targeted Elements or ALL.

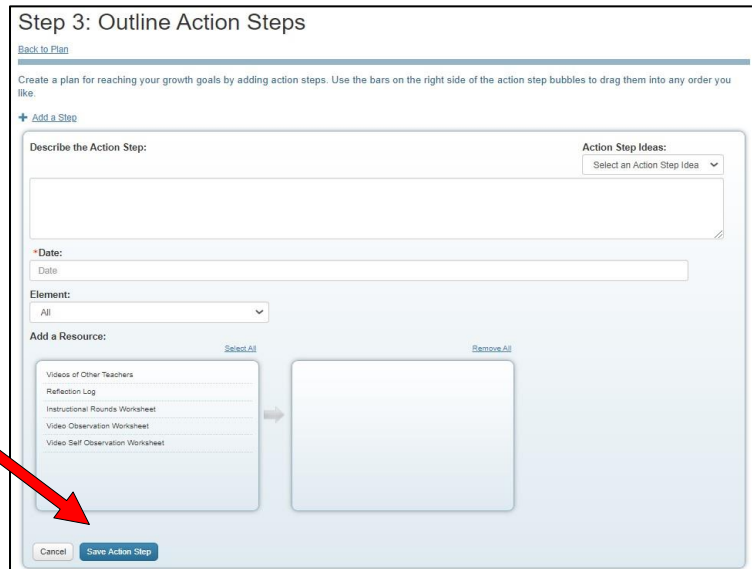
The **Add a Resource** box is optional and does not require information to complete this step.

Click on **Save Action Step** once your information is complete. You will see the following screen:

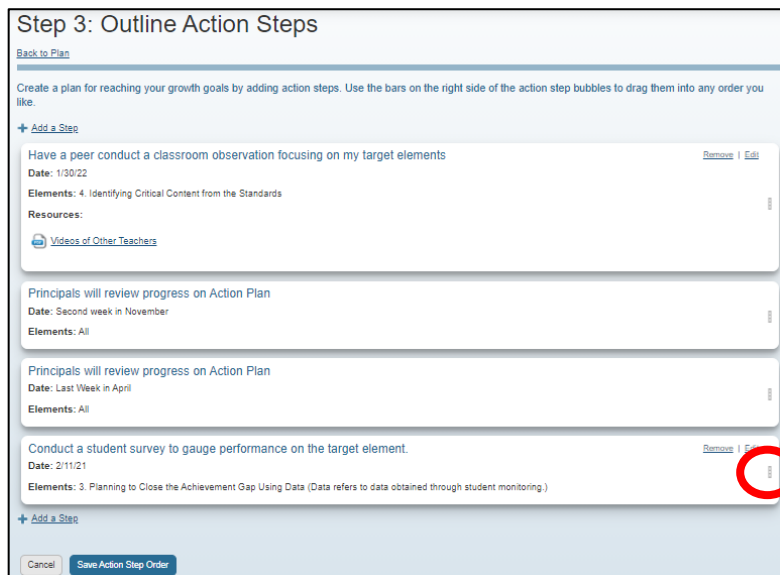


4. Select **+Add a Step** to complete the process for your second Element:

Again, select **Save Action Step** once your information is complete.



You will see the following screen:



You may drag the black bars on the information bubbles to rearrange your Action Plan Step order.

Once you have your Action Steps in order, click on the **Save Action Step Order** button.

You will now see the **Done!** ✓ for Step 3.

5. Step 4: Put Your Plan into Action: **Click Submit for Approval**

The screenshot shows a web interface titled "Create New Growth Plan". At the top, there is a "Back to Plans" link and a "Print" icon. A notification bar states "The plan was updated successfully". The interface is divided into four steps:

- Step 1: Take Self-Assessment** (Done! ✓): Includes instructions to conduct a self-assessment with Classroom FTEM v2017 and a link to "Completed Self-Assessments" showing "Classroom FTEM v2021".
- Step 2: Select Target Elements** (Done! ✓): Includes instructions to select two elements and a link to "Add or Remove Elements".
- Step 3: Identify Action Steps** (Done! ✓): Includes instructions to put together a plan and a link to "Add or Remove Action Steps".
- Step 4: Put Your Plan into Action**: Includes instructions to submit the plan for approval and a "Submit for Approval" button. A red arrow points to this button.

- You may edit Step 1 until **Friday, November 19, 2021**.
- **After the above date**, you will not be able to access your Self-Assessment.
- You may edit Steps 2 and 3 until **Friday, January 14, 2022**.
- Your Growth Plan/Deliberate Practice should be submitted by 11:59pm on **Friday, January 14, 2022**.

Your administrator will review your completed Growth Plan. It will either be accepted as submitted or returned to you for further editing. Once editing is complete, resubmit your Growth Plan for approval.

For questions about **BrIDGES Classroom FTEM**, email [employee.evaluations@browardschools.com](mailto:employee.evaluations@browardschools.com).

For questions about **Deliberate Practice**, email [tplgsupport@browardschools.com](mailto:tplgsupport@browardschools.com).