

2021-2022 BrIDGES Non-Classroom - 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 Non-Classroom 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:

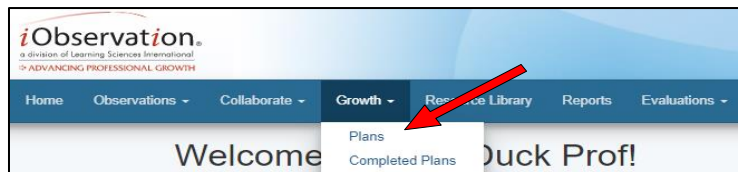
1. Access iObservation at: www.effectiveeducators.com
2. Login: If you have never logged into iObservation, you will need to click on *First Time User* and follow the prompts.



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.

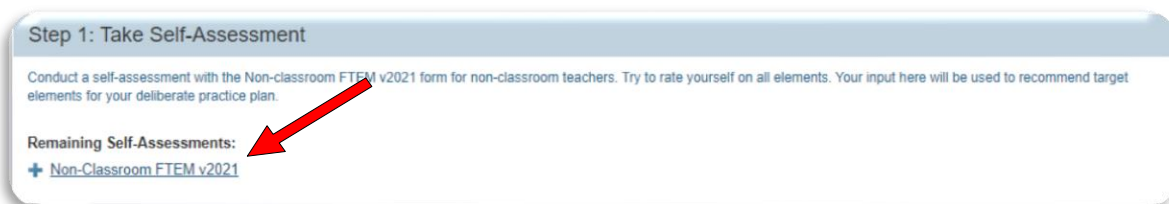
3. Click on **Growth** and select **Plans** from the dropdown menu:



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



5. Step 1: Take Self-Assessment: Click on **+ Non-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:

Highly Effective (4.0)	The educator completed and finished the Self-Assessment by November 19, 2021 at 11:59 pm.
Effective (3.0)	The educator started the Self-Assessment on time and finished after November 19, 2021.
Needs Improvement (2.0)	The educator started the Self-Assessment after the due date and finished it by April 22, 2022.
Unsatisfactory (1.0)	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.**

Remember to save your work frequently—unsaved data will be lost.

Clicking "Save Draft" ensures your data will be saved and that your session in iObservation remains active. If you are inactive for 55 minutes, the system will prompt you to confirm you are still working. Click "Yes" on the prompt to continue working. If you do not confirm, any unsaved data will be lost.

Cancel Save and Close Save Draft Finish

Non-Classroom FTEM v2021


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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** – Strategy was called for but not exhibited.
- **Emergent** – Instructional Support Member uses strategy incorrectly or with parts missing.
- **Proficient** - Instructional Support Member uses strategy correctly.
- **Accomplished** - Instructional Support Member provides evidence of implementation and monitoring.
- **Exemplary** - Instructional Support Member helps others by sharing evidence.

Here is an example:

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

Planning and Preparing to Provide Support

1. Establishing and Communicating Clear Goals for Supporting Services

Focus Statement: Instructional support member establishes and communicates clearly stated goals, based on area of professional responsibility, to indicate the support and services provided to the school/district.

Desired Effect: School/district knows the supporting services provided by the instructional support member.

Resources: [Scale](#)

Rate Yourself: Not Applicable Needed Emergent Proficient Accomplished Exemplary

2. Helping the School/District Achieve Goals

Focus Statement: Instructional support member uses expert knowledge of established standards and procedures from his/her area of expertise to support the school/district in achieving goals.

Desired Effect: Instructional support member helps the school/district achieve goals.


Resources: [Scale](#)

Rate Yourself: Not Applicable Needed Emergent Proficient Accomplished Exemplary

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

[Back to Plans](#) Print

The observation was finished successfully

Step 1: Take Self-Assessment Done! 

Conduct a self-assessment with the Non-classroom FTEM v2021 form for non-classroom teachers. Try to rate yourself on all elements. Your input here will be used to recommend target elements for your deliberate practice plan.

Completed Self-Assessments:

- [Non-Classroom FTEM v2021](#)

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

Click on [Non-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 Domain 1: [Planning and Preparing to Provide Support](#) and the second Element can be any of your choosing from the remaining Elements.

Select one (1) Target Element from the [Planning and Preparing to Provide Support Domain](#), then click on [Configure](#) to proceed.

Step 2: Select Target Elements

[Back to Plan](#)

Select a target element from the choices below. After selecting a target element you will answer a few questions before making it part of your Deliberate Practice Plan. Please select 2 elements.

Recommended Elements	Self-Assessment Score
Non-Classroom FTEM v2021	
1. Establishing and Communicating Clear Goals for Supporting Services Configure Preview	1.0 - Emergent
2. Helping the School/District Achieve Goals Configure Preview	2.0 - Proficient
3. Using Available Resources Configure Preview	2.0 - Proficient
4. Demonstrating Knowledge of Students Configure Preview	1.0 - Emergent
6. A. Planning Standards-Based Lessons/Units Configure Preview	2.0 - Proficient
7. B. Identifying Critical Content Configure Preview	2.0 - Proficient
8. C. Using Questioning Strategies Configure Preview	2.0 - Proficient

(For the following example, as shown below, Demonstrating Knowledge of Students 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. Demonstrating Knowledge of Students
For the targeted element, please answer the following questions.

Performance Goal:

***Your starting performance level for "4. Demonstrating Knowledge of Students"**

***What level of achievement is your FINAL goal for "4. Demonstrating Knowledge of Students" 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** – Instructional Support Member uses strategy incorrectly or with parts missing.
- **Proficient** – Instructional Support Member uses strategy correctly.
- **Accomplished** – Instructional Support Member provides evidence of implementation and monitoring.
- **Exemplary** – Instructional Support Member helps others by sharing evidence.

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 **Planning and Preparing to Provide Support 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:

Step 2: Select Target Elements

New target element created successfully

[Back to Plan](#)

Select a target element from the choices below. After selecting a target element you will answer a few questions before making it part of your Deliberate Practice Plan. Please select 2 elements.

Selected Elements	Self-Assessment Score
Non-Classroom FTEM v2021	
4. Demonstrating Knowledge of Students Remove Edit Preview	1.0 - Emergent
9. D. Facilitating Groups Remove Edit Preview	2.0 - Proficient

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

Step 2: Select Target Elements

New target element created successfully

[Back to Plan](#)

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

Create New Growth Plan

[Back to Plans](#) Print

Step 1: Take Self-Assessment Done! ✓

Conduct a self-assessment with the Non-classroom FTEM v2021 form for non-classroom teachers. Try to rate yourself on all elements. Your input here will be used to recommend target elements for your deliberate practice plan.

Completed Self-Assessments:

- [Non-Classroom FTEM v2021](#)

Step 2: Select Target Elements Done! ✓ [Add or Remove Elements](#)

Select 2 elements as a focus for your Deliberate Practice Plan

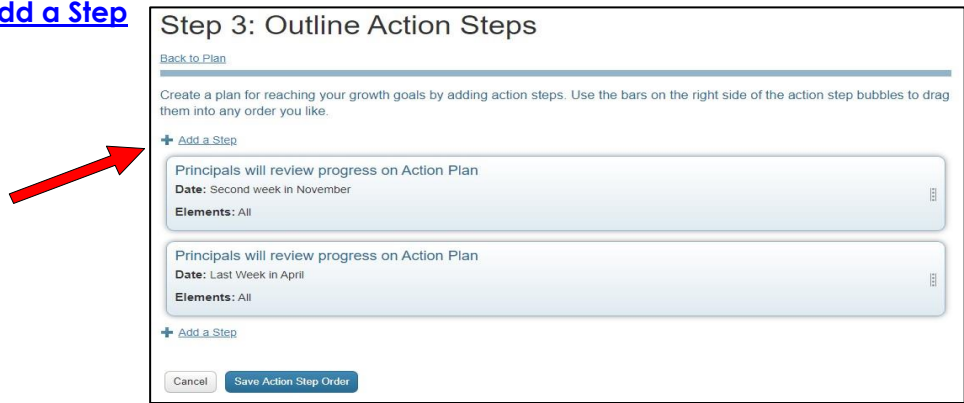
- [4. Demonstrating Knowledge of Students](#)
- [9. D. Facilitating Groups](#)

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

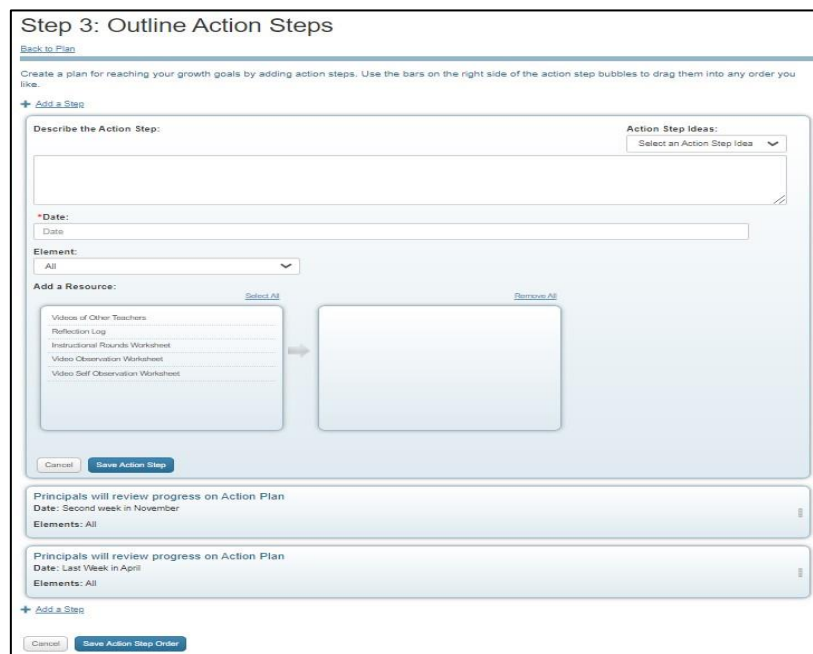
2. Click on **+ Develop a Plan for Growth**



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



You will be taken to the following screen:



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:



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:**

Date

Element:

All

Add a Resource:

Select All Remove All

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

Cancel Save Action Step

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:

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](#)

Have a peer conduct a classroom observation focusing on my target elements Remove | Edit

Date: 1/30/22

Elements: 4. Identifying Critical Content from the Standards

Resources:

[Videos of Other Teachers](#)

Principals will review progress on Action Plan Remove

Date: Second week in November

Elements: All

Principals will review progress on Action Plan Remove

Date: Last Week in April

Elements: All

[+ Add a Step](#)

Cancel **Save Action Step Order**

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

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

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:**

Date

Element:

All

Add a Resource:

Select All Remove All

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

Cancel **Save Action Step**

You will see 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](#)

Have a peer conduct a classroom observation focusing on my target elements
Date: 1/30/22
Elements: 4. Identifying Critical Content from the Standards
Resources:
[Videos of Other Teachers](#)

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

Conduct a student survey to gauge performance on the target element.
Date: 2/11/21
Elements: 3. Planning to Close the Achievement Gap Using Data (Data refers to data obtained through student monitoring.)

[+ Add a Step](#)

[Cancel](#) [Save Action Step Order](#)

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.

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

Step 1: Take Self-Assessment **Done!** ✓

Conduct a self-assessment with the Non-classroom FTEM v2021 form for non-classroom teachers. Try to rate yourself on all elements. Your input here will be used to recommend target elements for your deliberate practice plan.

Completed Self-Assessments:
[Non-Classroom FTEM v2021](#)

Step 2: Select Target Elements **Done!** ✓ [Add or Remove Elements](#)

Select 2 elements as a focus for your Deliberate Practice Plan

[4. Demonstrating Knowledge of Students](#)
[9. D. Facilitating Groups](#)

Step 3: Identify Action Steps **Done!** ✓

Put together your plan for how you will achieve your growth goals.

[+ Add or Remove Action Steps](#)

Step 4: Put Your Plan into Action

Submit your plan for approval. Then follow your plan and make progress toward your growth goals.

[Submit for Approval](#)

- 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.

For questions about **Deliberate Practice**, email tplgsupport@browardschools.com.