2017-2018 GUIDELINES FOR DELIBERATE PRACTICE GROWTH PLANS

WHAT IS DELIBERATE PRACTICE?
Deliberate Practice: (http://www.marzanocenter.com/files/Common%20Language%20of%20Instruction[1].pdf)
A mindset that requires teachers to precisely attend to what they are doing in the classroom on a daily basis to identify what is working and what isn't, and to determine why students are learning or not. In deliberate practice, teachers identify up to two thin slices of teaching upon which to focus their efforts to improve. Deliberate practice requires establishing a baseline for performance in a focus area (thin slice) and engaging in focused practice, feedback, and monitoring of progress within a time-bound goal for improvement.

2017-2018 Deliberate Practice Growth Plan Timeline

|	
August 2017	School administration team will identify how to select Elements of Focus and how to access the plan in iObservation.
September 2017	With school administration guidance and support, teachers work on and finalize their Deliberate Practice Growth Plans.
September 15, 2017	Teachers submit Deliberate Practice Growth Plan for approval within iObservation.
September 29, 2017	School administrators approve Deliberate Practice Growth Plans within iObservation.
November – December 2017	Deliberate Practice Growth Plan progress check #1 (Review teachers' action steps, reflection logs, evidences, etc…)
mid-January – February 2018	Deliberate Practice Growth Plan progress check #2 (Review teachers' action steps, reflection logs, evidences, etc…)
March 15, 2018	Teachers complete their Deliberate Practice Growth Plans in i-observation
April 16, 2018	Last day to finalize ALL i-observation data

Deliberate Practice Growth Plan (in a Nutshell)	
Steps to Creating a Growth Plan	**Next Steps**
Self-Assessment: Rate yourself on all elements on your Learning Map. ▪ Classroom Teacher: 23 Elements ▪ Instructional Support: 11 Elements	Focus on 1 Element for Goal.
Goal Setting: Select 1 Element as your yearly focus. ▪ Write a Goal Statement for each Focus Element. ▪ (SMARTer) * Some schools may have school-wide Goals. Check with your Administration.	Create Action Steps for each Goal.
Action Steps: Create at least 3 Action Steps for each Goal Statement. ▪ Specific steps that will lead you to accomplishing your Goal. ▪ Includes actions by teacher/PLC Team and actions by students. ▪ (SMARTer)	Submit for approval.
Approval: School Administrator approves or sends back with comments. ▪ Revise until approved. ▪ Begin Action Steps.	Track progress and reflect.
Track Progress: Update your reflection log QUARTERLY for each Goal. Log into iObservation and: ▪ answer the reflection questions. ▪ upload data and other artifacts. ▪ Revise goals as needed.	Reflect and plan for next year.

How to Create DELIBERATE PRACTICE GROWTH PLANS

The Deliberate Practice Growth Plan is created each year by all Instructional Staff. The purpose is to identify areas in which to improve in order to best serve students. The DPGP consists of multiple parts:

1. Self Assessment of all 23 elements (classroom) or 11 elements (instructional support) from all four Domains
2. Selection of one element which will be your focus for the year
3. Creation of a GOAL for the focus element
4. Creation of Action Steps for the GOAL (should be a specific SMARTer GOAL and there should be a sequence of steps from start to finish in the plan of how you will accomplish the GOAL)

ACCESSING iOBSERVATION
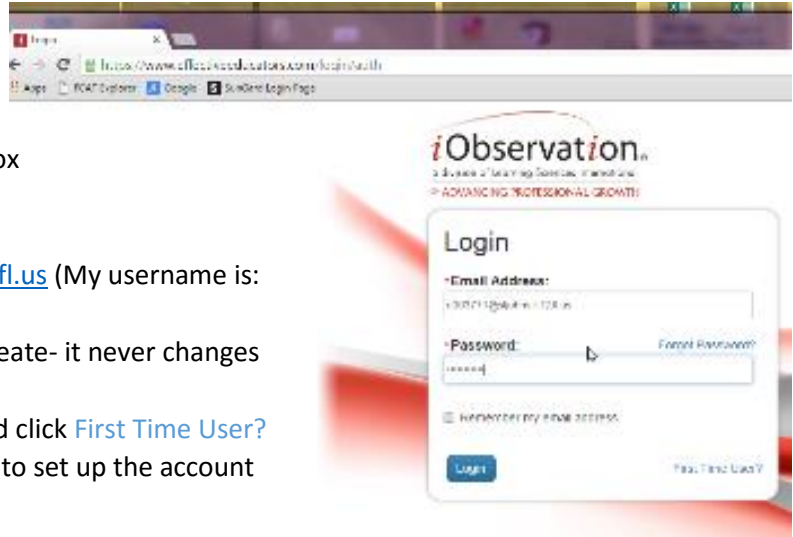
1. Open Google Chrome or Mozilla Firefox
2. Go to www.effectiveeducators.com
3. Login
   a. Username is e#@stjohns.k12.fl.us (My username is: e003771@stjohns.k12.fl.us)
   b. Password is something you create- it never changes (unless you change it)
      i. First time users should click First Time User? (bottom right corner) to set up the account

STARTING A DPGP

1. **Click the GROWTH tab and choose PLANS**
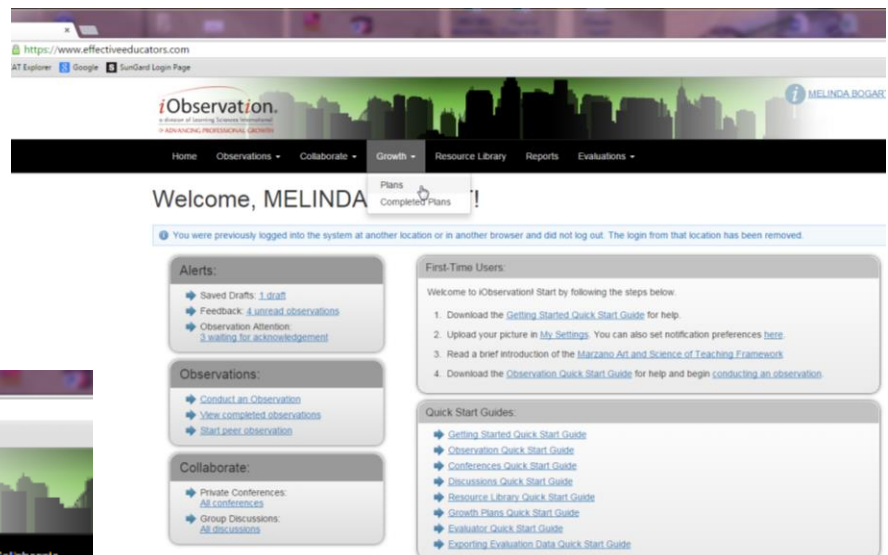
2. **Click CREATE NEW PLAN**

3. Go to Step 1: Take Self-Assesment

Step 1: Take Self-Assessment

Conduct a self-assessment with the Marzano Focused Teacher Evaluation Model for classroom teachers. Try to rate yourself on all elements. Your input here will be used to recommend target elements for your growth plan.

In Progress Self-Assessments:

➡ Marzano Focused Teacher Evaluation Model

Marzano Focused Teacher Evaluation Model

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Key ▾   🖨 Print

Standards-Based Planning
1. Planning Standards-Based Lessons/Units
2. Aligning Resources to Standard(s)
3. Planning to Close the Achievement Gap Using Data

Standards-Based Instruction
4. Identifying Critical Content from the Standards *(Required evidence in every lesson)*
5. Previewing New Content
6. Helping Students Process New Content
7. Using Questions to Help Students Elaborate on Content
8. Reviewing Content
9. Helping Students Practice Skills, Strategies, and Processes
10. Helping Students Examine Similarities and Differences
11. Helping Students Examine Their Reasoning
12. Helping Students Revise Knowledge
13. Helping Students Engage in Cognitively Complex Tasks

Conditions for Learning
14. Using Formative Assessment to Track Progress
15. Providing Feedback and Celebrating Progress
16. Organizing Students to Interact with Content
17. Establishing and Acknowledging Adherence to Rules and Procedures
18. Using Engagement Strategies
19. Establishing and Maintaining Effective Relationships in a Student-Centered Classroom
20. Communicating High Expectations for Each Student to Close the Achievement Gap

Professional Responsibilities
21. Adhering to School/District Policies and Procedures
22. Maintaining Expertise in Content and Pedagogy
23. Promoting Teacher Leadership and Collaboration

Resources:

Scale | Reflection Questions

Scale:

| Not Applicable | Not Using | Beginning | Developing | Applying | Innovating |

Attachments

Choose File No file chosen   Clear Add Attachment

Upload Attachments

Table of Contents   Add a Look-for

Cancel   Save and Close   Save Draft   Finish

a. Click on the link to your Map

b. Click on each element and choose a rating for yourself **Classroom Teachers have 23 Elements; Instructional Support Personnel have 11 Elements*

c. Click on Add a Look for to progress to the next element ⭐ *A blue star appears to show that you have assigned a rating to help you track your progress*

d. Once all elements have a score, click Finish **If you need to stop and come back later, be sure to click Save Draft and then Click Save and Close*

4. Go to Step 2: Select Target Element

Step 2: Select Target Elements *1 Element Required*

Select 1 to 2 elements as a focus for your Professional Growth Plan

+ Select Target Elements

a. Click Select Target Elements

Recommended Elements		Self-Assessment Score
Marzano Focused Teacher Evaluation Model		
Planning Standards-Based Lessons/Units	Configure | Preview	2.0 - Developing
Aligning Resources to Standard(s)	Configure | Preview	2.0 - Developing
Planning to Close the Achievement Gap Using Data	Configure | Preview	2.0 - Developing

Back to Plan

b. Choose one element you will target

c. Click CONFIGURE

Step 2: Configure a Target Element

Back to Target Elements

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.

Target Element: Planning to Close the Achievement Gap Using Data
For the targeted element, please answer the following questions.

Performance Goal:

*Your starting performance level for "Planning to Close the Achievement Gap Using Data "

| Not Using | Beginning | Developing | Applying | Innovating |

d. Your starting performance level is based on the self-assessment and is completed for you

*What level of achievement is your FINAL goal for "Planning to Close the Achievement Gap Using Data " for this plan?

| Not Using | Beginning | Developing | Applying | Innovating |

e. Choose your GOAL level of performance

Target Element Questions:

*State your Growth Goals for this element including the desired impact on student learning and/or your professional growth. Be sure to include the evidence that will support the stated desired impact.

f. State your GOAL for this element

Cancel   Save

g. Click SAVE
You may select a second targeted element, but only one is required

Step 2: Select Target Elements

ⓘ The target element was updated 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 Growth Plan. The green dot indicates elements that are a focus for the district. Please select one to two elements.

Selected Elements		Self-Assessment Score
Marzano Focused Teacher Evaluation Model		
Planning to Close the Achievement Gap Using Data	Remove | Edit | Preview	2.0 - Developing

Recommended Elements		Self-Assessment Score
Marzano Focused Teacher Evaluation Model		
Planning Standards-Based Lessons/Units	Configure | Preview	2.0 - Developing
Aligning Resources to Standard(s)	Configure | Preview	2.0 - Developing

Back to Plan

h. Click Back to Plan

5. Go to Step 3: Identify Action Steps

Step 3: Identify Action Steps

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

+ Develop a Plan for Growth

a. Click Develop a Plan for Growth

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
+ Add a Step

Cancel   Save Action Step Order

b. Click Add a Step

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
Video Self Observation Worksheet
Video Observation Worksheet
Instructional Rounds Worksheet
Reflection Log

Cancel   Save Action Step

+ Add a Step

Cancel   Save Action Step Order

Remove | Edit

a. Describe the Action Step using specific language (e.g., Book Study on Fair Isn't Always Equal or Develop Student Data Notebooks or Track Student Use of Accommodations)

b. Fill in the Date with the specific timeline for this Action Step (e.g., September 2017 – December 2017 or by the end of 1st Quarter or On each Weekly Formative Assessment and all Summative Assessments)

c. Select the Element to which the Action Step Pertains
    i. Choose one element from the pull-down menu

d. Select any Resources you will use
    i. Please *at least* select Reflection Log

e. Click SAVE ACTION STEP

f. Repeat for remaining Action Steps

** You must have at least three action steps for your GOAL.

g. Use the 3 dots on the right side of the action steps to drag them into the chronological order in which each step will be completed

h. Click Save Action Step Order

6. **Go to Step 4: Put Your Plan into Action**

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

Once you click SUBMIT FOR APPROVAL, your Deliberate Practice Growth Plan will be reviewed by an administrator and will either be approved or sent back with comments.

7. **Reflect and Monitor your progress towards your Goal**

Monitoring and Tracking Progress

Once you have created your Deliberate Practice Growth Plan (DPGP) and it has been approved, you will monitor your action steps and track the progress you have made towards your goals. Documentation of your progress will be uploaded into iObservation at least twice each year. You can document your progress in three different ways:

1. Reflection Log
2. Add Attachments
3. Add Comments

Accessing your DPGP

1. Click the GROWTH tab and choose PLANS
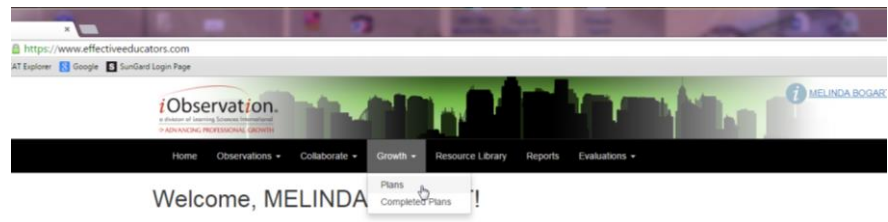
2. Click on your plan

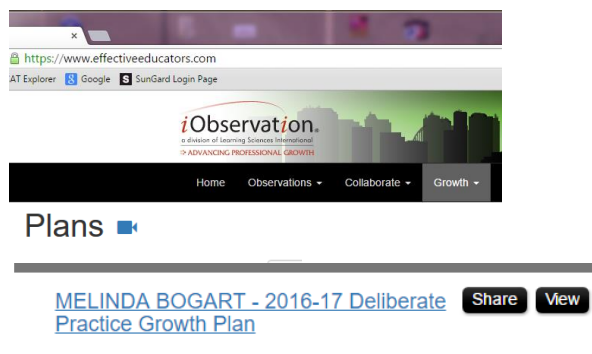**Documenting your DPGP Progress**

1. Reflection Logs

   Reflection Logs: ✛ Show Past Entries

   There are currently 2 entries in your log. Your last entry was created on Dec 06, 2016 02:21:20 PM. Add a new entry now.

   a. These may be accessed by clicking Add a new entry now.
   b. Choose the target element upon which you are reflecting
   c. Answer the preconstructed questions in relation to your goal for the selected element
   d. Click SAVE and CLOSE
      1. If you selected Reflection Log as one of the methods of monitoring your action steps, then you will also have the option to open the Reflection Log WORD document that you could complete in a journal format and upload by adding attachments.

2. Add Attachments

   Not Started ⌄

   ✚ Add Attachments
   ✚ Add Comments

   a. Located to the right of each action step is the option to Add Attachments.

   b. Clicking on Add Attachments opens a new box in the Action Step window that allows you to select documents saved on your computer and upload them into iObservation

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

   Attachments
   Browse... No file selected.   Clear Add Attachment
   Cancel   Save Attachments

      1. Documents should be specific to the Action Step for which they are uploaded
      2. Be sure to click Save Attachments after selecting the document you want to upload
   c. Answer the preconstructed questions in relation to your goal for the selected element
   d. Click SAVE and CLOSE
      1. If you selected Reflection Log as one of the methods of monitoring your action steps, then you will also have the option to open the Reflection Log WORD document that you could complete in a journal format and upload by adding attachments.

3. Add Comments

   Not Started ⌄

   ✚ Add Attachments
   ✚ Add Comments

   a. Located to the right of each action step is the option to Add Comments.

   b. Clicking on Add Comments opens a new box in the Action Step window that allows you to type in your progress or reflection relative to that step.
      1. Be sure to click Save

   Principals will review progress on Action Plan
   Date: Minimum of twice a year
   Elements: All

   Not Started ⌄
   ✚ Add Attachments
   ✚ Add Comments

   Add Comment:

   Cancel   Save

What is a SMARTer GOAL

SPECIFIC
- Who, what, when, where, why, how?
- Is it clear what I want to accomplish?

MEASURABLE
- What data will be collected?
- Can I track progress towards accomplishment?

ATTAINABLE
- Is the Goal challenging?
- Can the Goal be accomplished?

RESULTS-ORIENTED
- Is it based upon the desired effect of the focus element?
- How will I know it is accomplished?

TIME-BOUND
- Is this short-term or long-term?
- When do I expect this to be accomplished?

EVALUATE
- What are the current results?
- Has the Goal been accomplished?

REVISE
- How do we need to modify the Goal?
- What do I want to accomplish now?

St. Johns County School District

EMPOWERING EXCELLENCE IN EDUCATORS

SAMPLE SMARTer GOAL

SPECIFIC

- Element 14: Using Formative Assessment to Track Progress
- **All students will analyze and interpret data from all sources (formative & summative) in order to identify areas of strength and challenge in relation to the learning goal. A charting system will be put into place and student-led conferences will take place monthly.**

MEASURABLE

- Student Tracking Charts from formative and summative assessments
- Information gathered from Data Chats

ATTAINABLE

- Students will be trained and monitored by the teacher

RESULTS-ORIENTED

- Desired Effect: Evidence (formative data) demonstrates students identify their current current level of performance as it relates to standards-based learning targets embedded in the performance scale.
- Students are collecting data and charting their own progress towards the goal and providing evidence through charts and chats

TIME-BOUND

- Year-Long
- Ongong throughout the school year; milestones at 1st quarter, monthly, & semester

EVALUATE

- **Currently, students are dependent upon teachers to explain scores from progress monitoring, FSA, and all other formative/summative assessments**
- The goal has just begun and will be monitored at 1st quarter, monthly after October, and at semester

REVISE

- How do we need to modify the Goal?
- What do I want to accomplish now?

Step 2: Configure a Target Element

<u>Back to Target Elements</u>

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.

Target Element: Using Formative Assessment to Track Progress
For the targeted element, please answer the following questions.

Performance Goal:

*Your starting performance level for "Using Formative Assessment to Track Progress"

| Not Using | **Beginning** | Developing | Applying | Innovating |

*What level of achievement is your FINAL goal for "Using Formative Assessment to Track Progress" for this plan?

| Not Using | Beginning | Developing | **Applying** | Innovating |

Target Element Questions:

*State your Growth Goals for this element including the desired impact on student learning and/or your professional growth. Be sure to include the evidence that will support the stated desired impact.

> Currently, students are dependent upon the teacher to track progress and explain scores from formative and summative assessments. Students need to be able to understand the data presented and to decipher its meaning in order to explain their areas of strength and challenge. Through the use of a charting system and monthly student-oled conferences, the majority of students will analyze and interpret data from all sources in order to identify areas of strength and challenge in relation to the learning target(s) using the scale.

[Cancel] [Save]

Describe the Action Step:

Action Step Ideas:
[Select an Action Step Idea ▼]

Teacher will create a system for students to chart progress in relation to the Unit Goal and will train students on how to use it (by end of 1ˢᵗ qtr)

*Date:
[Date **By end of 1ˢᵗ Quarter**]

Element:
Using Formative and Summative Assessment to Track Progress

Add a Resource:

<u>Select All</u>   <u>Remove All</u>

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

[Cancel] [Save Action Step]

Describe the Action Step:

Action Step Ideas:

Select an Action Step Idea ▾

Teacher will train students to interpret data from all sources (by end of 1ˢᵗ semester)

*Date:

Date **By end of 1ˢᵗ Semester**

Element:

Using Formative and Summative Assessment to Track Progress

Add a Resource:

Select All   Remove All

Instructional Rounds Worksheet   Reflection Log

Video Observation Worksheet

Video Self Observation Worksheet

Videos of Other Teachers

Cancel   Save Action Step

Describe the Action Step:

Action Step Ideas:

Select an Action Step Idea ▾

Students will meet with teacher once a month for a student-led data chat regarding their progress in relation to the goal (beginning Oct- end of year)

*Date:

Dal **Monthly (October – End of Year)**

Element:

Using Formative and Summative Assessment to Track Progress

Add a Resource:

Select All   Remove All

Instructional Rounds Worksheet   Reflection Log

Video Observation Worksheet

Video Self Observation Worksheet

Videos of Other Teachers

Cancel   Save Action Step

SAMPLE SMARTer GOAL

SPECIFIC

- Element 9: Promoting Positive Interactions with Colleagues and the Community
- **Positive home/school relationships will be created with the majority of students and parents as a result of open communication and helpful "tips" provided through monthly newsletters. This will be monitored through surveys that parents and students will complete throughout the year, as well as from summative data collected through the annual school SAC survey.**

MEASURABLE

- Paper Surveys
- Survey monkey
- SAC survey

ATTAINABLE

- Surveys will be readily available in the nurse's office and front office
- Survey Monkey will be clearly marked on the website

RESULTS-ORIENTED

- Desired Effect: The instructional support member interacts with colleagues and the school community in a positive manner to promote positive home/school relatioinships that support learning.
- The website and newsletter takes into account suggestions from surveys
- Survey data will show how positively students and parents feel about the relationship with the school nurse.

TIME-BOUND

- Year-Long
- Ongong throughout the school year; milestones in December, at semester, and end of year

EVALUATE

- **Currently, there is no system in place to monitor the relationships.**
- The goal has just begun and will be monitored monthly.

REVISE

- How do we need to modify the Goal?
- What do I want to accomplish now?

Step 2: Configure a Target Element

Back to Target Elements

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.

Target Element: Promoting Positive Interactions with Colleagues and the Community
For the targeted element, please answer the following questions.

Performance Goal:

*Your starting performance level for "Promoting Positive Interactions with Colleagues and the Community"

| Not Using | **Beginning** | Developing | Applying | Innovating |

*What level of achievement is your FINAL goal for "Promoting Positive Interactions with Colleagues and the Community" for this plan?

| Not Using | Beginning | Developing | **Applying** | Innovating |

Target Element Questions:

*State your Growth Goals for this element including the desired impact on student learning and/or your professional growth. Be sure to include the evidence that will support the stated desired impact.

> I try to maintain a positive relationship with colleagues and the community; however, I have never monitored the effect that I have with them. I want to be able to see that my positivity has an affect on the majority of community members- specifically parents. Positive home/school relationships will be created with the majority of parents as a result of open communications and helpful "tips" provided through monthly newsletters. This will be monitored through surveys that parents will complete throughout the school year, as well as from summative data collected through the annual SAC survey.

Cancel | Save

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

> I will create a parent/student resource page that will be posted on the school website, as well as in the school newsletter.

*Date:

Started in September 2017; Updated monthly

Element:

Promoting Positive Interactions with Colleagues and the Community ▼

Add a Resource:

Select All   Remove All

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

Cancel | Save Action Step

Describe the Action Step:

Action Step Ideas:
Select an Action Step Idea ▾

I will add a survey monkey link for parents and students to comment on how helpful they found the resource page on the school website.

*Date:

In place by December 2017; Data checked monthly

Element:
Promoting Positive Interactions with Colleagues and the Community ▾

Add a Resource:
Select All   Remove All

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

Reflection Log

Cancel   Save Action Step

Describe the Action Step:

Action Step Ideas:
Select an Action Step Idea ▾

I will create a "customer service" survey available for students and parents to complete after interactions in the clinic.

*Date:

By end of first semester

Element:
Promoting Positive Interactions with Colleagues and the Community ▾

Add a Resource:
Select All   Remove All

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

Reflection Log

Cancel   Save Action Step

Ideas and Opportunities for
Deliberate Practice Action Steps and Professional Growth

Be consistent. Set a time and place to regularly research thoroughly and refine your focus.

- Discussions & Feedback:
    - Administration
    - Coach
    - Colleagues
    - Curriculum Program Specialists
    - Evaluation Specialist

- Observations:
    - Allow peers to do observations and provide various perspectives
    - Examine various online clips of teachers modeling exemplar strategies
    - Schedule instructional rounds with highly qualified teachers in school/district
    - Video self to assess your own progress
    - View videos on iObservation of best practices

- Professional Development:
    - District-based trainings and workshops
    - Professional book studies
    - School supported trainings, role playing, and rehearsals
    - Conferences, Institutes

- Support Groups:
    - Action research groups
    - Inquiry groups
    - Professional Learning Communities
    - Lesson studies

- Technology:
    - Blogs
    - eLearning, Moodle
    - iObservation Resource Library; PDF documents & videos
    - Online research
    - Webinars

Resources	
Employee Evaluation Specialist:	Melinda Bogart Melinda.Bogart@stjohns.k12.fl.us 904-547-7614 http://www.stjohns.k12.fl.us/hr/evaluations/
EEE Resources and Modules:	https://inside.stjohns.k12.fl.us/triple-e/
iObservation: **Only Use:	www.effectiveeducators.com