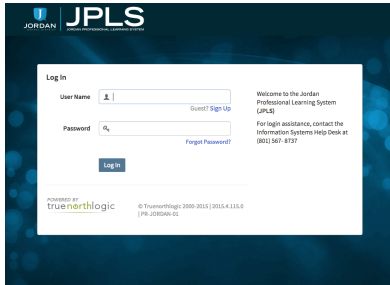


Teacher Specialist Full Evaluation Instructions (Evaluator)

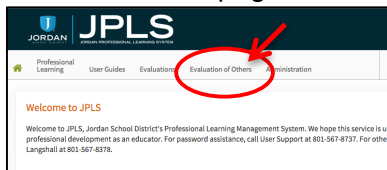
Log in to JPLS

- Access JPLS by going to the Jordan School District website (www.jordandistrict.org) and selecting JPLS from the **Faculty & Staff** menu OR go directly to the site (jpls.truenorthlogic.com).
- Your username is your firstname.lastname (as it appears in your District email). The password for first time users is jsd. You will be required to change the password the first time you visit the site.
- If you forget your password, select **"Forgot Password"** from the login screen.

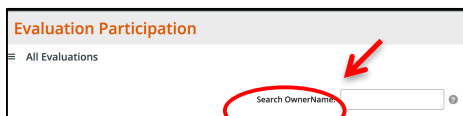


Find Teacher Specialist Full Evaluation

- From the **Home** page, select **"Evaluation of Others"**.

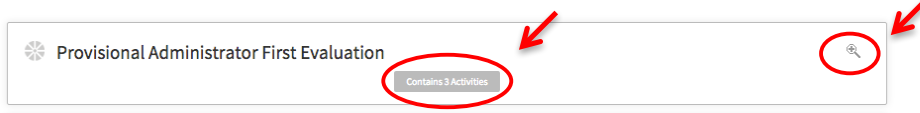


- Use the **"Search Ownername"** to access the evaluation. To narrow the search, select the name of the evaluation from the **"All Evaluations"** icon.



- Click on the teacher specialist's name. If the teacher specialist has both the Full Evaluation and the Interim Evaluation, it is VERY IMPORTANT that you select the correct evaluation. If you have no evaluation or the wrong evaluation, please call the JES Office. (Evaluations from past years are located under the **Archived Evaluations** tab.)

- Select **Teacher Specialist Full Evaluation**. The Teacher Specialist Full Evaluation is divided into four sections: **Beginning of Year, Observations, Evaluation, and Second Evaluation**. You can view the activities for each section by clicking on the **Activities** button. The magnifying glass to the right of the screen expands and collapses the activity lists as well.



Beginning of Year

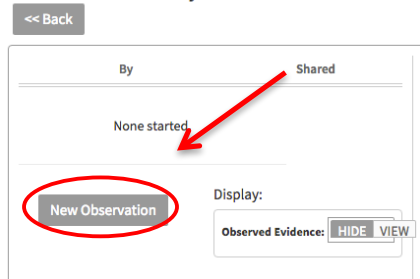
- The Beginning of Year section contains one activity, “Self-Evaluation.” This is completed by the teacher specialist. The teacher specialist will use the self-evaluation to provide a personal rating, make notes, and attach evidence to support the rating for each indicator. The evaluator can view the ratings, notes, and evidence by click on “Self-Evaluation” and then clicking on “View.”
- Teacher Specialists and evaluators can view a list of possible evidence from the document found at <https://goo.gl/1oLzMz>

Complete Teacher Specialist Evaluation

- Click the “**Evaluation**” container
- Click “**Evaluation of Teacher Specialist.**”
- Click “**New Observation**” to begin the evaluation.



Observation Summary



- You should see the ratings and notes of the Teacher Specialist if they have completed their self-evaluation. You will not see attached documentation from this step. In order to view the attached documents, go to the “**Beginning of Year**” step and view the administrator’s self-evaluation.
- The Standards are listed in the right hand column. Click on the Standard to bring up the appropriate indicators.
- Use “**View Rubric**” to see a description of the ratings for each Performance Expectation. The Rubric also provides a description of possible evidence for each rating. Select “**Hide Rubric**” to hide the rubric.

- Select a rating for each Indicator.
- Select “**New Note**” or “**Attach File**” to provide any evidence you want to add to the evaluation.

TrueNorth Administrator | For: Test Admin10

Standard 1: Visionary Leadership - An educational leader promotes the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by all stakeholders.

Performance Expectation 1A: Educational leaders establish high and measurable expectations for all students and educators.

Observed Evidence:

Evidence/Attachments: **Attach File**

Indicator Rating: **Effective**

Additional Notes: **New Note**

[View Rubric](#)

Performance Expectation 1B: Educational leaders facilitate a process of creating a shared vision, mission, and goals.

Standard 5: Ethical Leadership - An educational leader promotes the success of every student by acting with, and ensuring a system of, integrity, fairness, equity, and ethical behavior.

Performance Expectation 5A: Educational leaders demonstrate appropriate, ethical, and legal behavior expected by the profession.

Observed Evidence:

Save **Cancel**

Hide Rubric

Minimally Effective	Effective	Highly Effective
<p>The administrator sets goals and strives for high standards of personal and professional ethics, meets requirements of the law in regards to rights and confidentiality, is trustworthy, and is generally respectful or tolerant of individuals and diverse cultures and opinions.</p> <p>Evidence:</p> <ul style="list-style-type: none"> Does not meet minimally effective criteria 	<p>The administrator models personal and professional ethics, protects the rights and confidentiality of others, is trustworthy and uses professional influence for the common good, and demonstrates respect for individuals and diverse cultures and opinions, and expects the same of others.</p> <p>Evidence:</p> <ul style="list-style-type: none"> Meets all of the requirements of minimally effective plus Uses traits described in standard for the common good and expects the same of others 	<p>The administrator articulates, models and expects the highest standards of personal and professional ethics, leads stakeholder groups to establish ways to protect the rights and confidentiality of others, coaches others in trustworthy behavior to enhance influence for the common good, engages in conversations and leads and facilitates training in demonstrating respect for individuals and diverse cultures and opinions.</p> <p>Evidence:</p> <ul style="list-style-type: none"> Meets all of the requirements of effective and Develops and leads efforts that extend these behaviors towards others

- When you have completed the evaluation, select **Mark Complete** AND select “**Shared with Rating**” from the drop-down menu. If you have missed any items, a screen appears detailing missing indicators. You can also select the **Review Scores** tab to see an overview of all Standards, Indicators, and your ratings. The evaluation does not have to be completed in one setting.
- Select “**Back**” to return to the Observation Summary page. To return to your evaluation, select “**Edit**.” Select “**Back**” to return to the Main page.

Observation Summary

<< Back

By	Shared
<input checked="" type="checkbox"/> A test teacher10	<input type="checkbox"/> P

Edit

Display:

Observed Evidence: **HIDE VIEW**

- Select “**Evaluator and Teacher Specialist Meeting and Sign Off.**” This step should be completed as part of a meeting with the Teacher Specialist and evaluator.
- In preparation for the meeting, click “**New**” to add comments and the date. This is an important step because it generates the Teacher Specialist’s performance rating.

- Both Evaluator and Teacher Specialist need to log into JPLS. Each will select “Acknowledge”

The screenshot shows the 'Evaluations' section of the JPLS interface. It includes a 'View Activity' link, a 'Back' button, and a 'Print Forms' button. A dropdown menu is open, showing 'Administrator Full Evaluation 2015-2016: Evaluator and Administrator Meeting and Sign Off for teacher10, test'. Below this, there are sections for 'Comments', 'Disclaimer', and 'Signatures'. The 'Acknowledge' button is circled in red, and a red arrow points to it.

Getting Additional Help or Addressing Technical Issues

- Contacts:

Dawn Sargent	801-567-8239
Rebecca Lee	801-567-8369