

**Teacher Professional Learning and Effectiveness System
TPLES
Process and Guidelines for "Traditional"**

ADMINISTRATOR:

TEACHER:

- *Reviews any past performance records, thinks about school wide student learning goals*
- *Schedules planning conference and due date for Professional and Student Learning Objective form*

- *Reviews teachers Professional and Student Learning Objective form*
- *Meets with teacher to discuss objectives for the year; collaborates on any revisions*
- *Signs the form*

- *Fills out the Classroom Observation Form for the required number of observations based on the teacher's status. The top half of the form will be filled out in advance of the conference and will be shared with the teacher within three days of the observation. The reactions/suggestions portion of the form will be completed in a conference format with input from the teacher.*

- *For permanent teachers: schedule a progress conference to discuss progress on objectives, sign off on Midyear conference on form*
- *For temporary or probationary; same as above and fill out Summary of Learning and Effectiveness form (TPLES3a) and present it to the teacher in a conference format*

- *Conduct the number of observations required for the status of the teacher (TPLES2); or verifies they are conducted by a peer and a TPLES 2a is submitted. Video observations still require the form.*
- *Hold post observation conferences for all observations. Completed SLO/PLO discussed at final post conference.*

- *Prepare Summary of Learning and Effectiveness (Form: TPLES3b) for all teachers*
- *Deliver Summary of Learning and Effectiveness in a conference format*

- *Considers student needs and writes a student learning objective.*
- *Chooses self-reflection option and writes a professional learning objective in support of student learning based on the PUSD Continuum of Teaching Standards. Submits form to administrator in advance*

- *Attends conference with administrator*
- *Brings any supporting documents that may provide a rationale for the objectives, the evidence of practice, and/or to explain why they chose the objectives*
- *Discuss options of observer and format of observation for the spring.*

- *Reflects on data collected by observer and determines what went well in the lesson and identify areas that they want to work on based on the data presented. The teacher should use the Continuum of Teaching standards to guide their reflection.*
- *Teacher attends conference and is invited to bring any supporting documents they choose. (Teacher is filling out TPLES 1 throughout.)*

- *Permanent teacher will be asked to discuss progress on objectives thus far. Teacher is invited to bring any supporting documents.*
- *Temporary and Probationary teachers same as above and will receive a formal midyear Summary of Learning and Effectiveness form (TPLES3a) in the conference.*

- *Choose observation format (video or face to face) and observer (peer or administrator) thru mutual agreement with the site administrator. Post observations conferences will continue to follow the same format as in the fall. Supporting documents including SLO/PLO welcome.*
- *Teacher will bring completed SLO/PLO (TPLES1) to final post observation conference.*

- *All teachers regardless of status will attend a conference and receive a Summary of Learning and Effectiveness. (Form TPLES3b)*

REFLECT AND PREPARE
(Form: TPLES1- Part One)

PLANNING CONFERENCE
(Form: TPLES1)

**OBSERVATION/POST
OBSERVATION CONFERENCES**
(Form: TPLES 2 or 2a)

**MIDYEAR SUMMARY OR
PROGRESS CONFERENCE**
*(Form: TPLES1 and for some:
TPLES3a)*

**OBSERVATION/POST
OBSERVATION CONFERENCES**
(Form: TPLES 2 or 2a)

**SUMMARY OF LEARNING
AND EFFECTIVENESS**
(Form: TPLES3b)