

Union County Educational Services Commission
OASYS Quick Start Guide - Summative Evaluations for Administrators
March, 2017

The screenshot shows the OASYS evaluation system interface. On the left, there are five red text labels with arrows pointing to specific rows in the task list:

- Step 1: Print Summative Reflection Form** points to the "Summative Reflection Form - Teacher" row.
- Step 2: Print PDP and PD Log** points to the "PDP, PD Log & Summative Artifacts" row.
- Step 3: Enter evidence and score Domain 4** points to the "Domain 4 Observation and Scoring" row.
- Step 5: Schedule Summative Conference** points to the "Summative Score & Evaluation Report" row.
- Step 4: Calculate Summative Score & Write Narrative Evaluation** points to the "Teacher Composite Score Report" row.

The task list table is as follows:

Element Name	Schedule/Assigned Admin	Status
Summative Reflection Form & Artifacts (2 of 2) Complete		
Summative Reflection Form - Teacher	Admin, Test	Complete
PDP, PD Log & Summative Artifacts	Admin, Test	Complete
Domain 4 Professional Responsibilities (1 of 1) Complete		
Domain 4 Observation and Scoring	Admin, Test	Complete
Summative Score & Evaluation Report (0 of 1) Incomplete		
Teacher Composite Score Report	Not Scheduled	Not Scheduled

Step 1: Print Summative Reflection Form

1. Select a staff member in the Evaluation Administration window.
2. Select the + symbol next to “Summative Reflection Form & Artifacts” to expand task list.
3. Select “View Icon” in the “Summative Reflection Form – Teacher” tab.
4. Scroll to bottom of screen and select “Print” button.
5. Select “Finalize” if no revisions are necessary.

Step 2: Print Professional Development Plan, PD Log & Additional Artifacts

1. Select the + symbol next to “Summative Reflection Form & Artifacts” to expand task list.
2. Select “View Icon” in the “PDP, PD Logs and Artifacts” tab.
3. Select the Microsoft Word or PDF Icon to download the PDP, PD Log & any other artifacts.
4. Open files on computer and print hard copies.
5. Select “Finalize” if no revisions are necessary.

Step 3: Score Domain 4 Professional Responsibilities & Print Report

1. Select the + symbol next to “Domain 4 Professional Responsibilities” to expand task list.
2. Select the “Report” icon in the “Domain 4 Observation and Scoring” tab.
3. Select appropriate column to enter score (0-4) for Component 4a.
4. **Select the “Enter Notes” button underneath component to enter evidence statement.
5. Repeat steps 3-4 for Components 4b – 4f.
6. Confirm scores & evidence have been entered for all components.
7. Scroll to bottom of form and select “Print” to generate hardcopy.
8. Select “Save” to return to scoring later or “Submit” to send scores to teacher.

****Note:** A minimum of one evidence statement must be submitted for each of the Domain 4 components. Evidence statements should be objective and based on administrative observation of the staff member; Summative Reflection Form responses; and Professional Development Log entries.

Step 5: Calculate Summative Score & Write Narrative Evaluation

1. Verify that all observations, SGOs and Domain 4 scores have been submitted & finalized.
2. Select the + symbol next to “Summative Score & Evaluation Report” to expand task list.
3. Select “Complete” icon next to “Teacher Composite Score Report”.
4. **Scroll down to bottom and enter narrative statements in textboxes for:

- A. Significant Areas of Achievement
- B. Significant Areas of Growth
- C. Progress Towards Master of PDP Goals
- D. Recommendations and Attendance Statement

5. Scroll to bottom of form and select “Print” to generate hardcopy.
6. Select “Save” to return to scoring later or “Submit” to send report to staff member.

****Note:** Narrative evaluation statements should be written in paragraph form and reflect cumulative performance throughout the year as measured by scores received in Domains 1-4 and SGOs. (i.e. Domain/Component averages greater than 3 should be cited as Areas of Achievement while Domain/Component averages less than 3 should be cited as Areas of Growth).

Step 7: Schedule Summative Evaluation Conference

1. Verify that Domain 4 Scores & Summative Evaluation Report were submitted to staff member.
2. Schedule Conference on calendar in the “Summative Score & Evaluation Report” tab.

Step 8: Conduct Conference & Submit Summative Evaluation Report

1. Review Reflection Responses and Domain 4 Scores
2. Review Narrative Feedback and Summative Evaluation Rating
3. Review and Sign Professional Development Hour Log
4. Review and Sign Professional Develop Plan for 2016-17
5. **Assemble Summative Evaluation Report in the following order:

- A. UCESC Coversheet (Signed by Admin & Teacher)
- B. Teacher Composite Score Report
- C. Domain 4 Score Report
- D. Student Growth Objectives 1 & 2 (Signed by Admin & Teacher)
- E. PD Hour Log 2016-17 (Signed by Admin & Teacher)
- F. Professional Development Plan 2016-17 (Signed by Admin & Teacher)

6. Submit original signed documents to Personnel Office upon completion of all Summative Evals.