

TimeTrack Performance Rubric for Additional Users 1.0

3 Key Elements	LEVEL ONE applicable items from Implementation Level are occurring, plus...	LEVEL TWO all items in Level 1 are occurring, plus...	LEVEL THREE all items in Levels 1 & 2 are occurring, plus...
TimeTrack & Reconciliation	<p>Schedules work in advance using TimeTrack</p> <p>Tracking time w/ individuals and groups</p>	<p>Tracking time w/ Focus (identified) individuals</p> <p>Tracking time w/ appropriate grade levels/departments</p> <p>Time tracked with teachers is: <i>Split by Descriptor(s)</i> when appropriate <i>Split by Individual(s)</i> when appropriate</p> <p>Time Tracked with groups is: <i>Split by Descriptor(s)</i> when appropriate <i>Split by Individual(s)</i> when appropriate</p> <p>Optional descriptors are identified to create subgroups (under descriptors) for specific data collection</p>	<p>Optional Descriptor data is reviewed and analyzed on a regular basis</p> <p>Events scheduled align with school and/or District goals</p> <p>Events scheduled in advance to achieve instructional goals align w/ individuals' Evaluation Instrument</p> <p>Instructional goal is 51% or higher and maintained annually</p>
Data Analysis	<p>Data reflection routinely used to support the TimeTrack owner's goals</p>	<p>Review and analysis of data makes use of the Date Range Option(s)</p> <p>Follow-up action step(s) are identified based on data analyzed</p> <p>Annual and Chart tabs are analyzed to assess long-term progress in meeting goals</p> <p>Disaggregation of data, such as breakdown on the time spent with a specific teacher or group, is used.</p> <p>Data reflection routinely based on disaggregated data</p>	<p>Date range is adjusted to analyze a specific time frame for data analysis</p> <p>Reflection on Individual Teacher or Group data considers descriptors other than <i>Feedback/Observation</i> to review and analyze frequency</p>
SAM Data Team Meeting	<p>TimeTrack user meets with others to discuss data</p>	<p>Merges data with other TimeTrack users(s)</p> <p>Uses data to create and present his/her data story</p>	<p>Reflective reference to merged data occurs regularly</p> <p>Poses reflective questions based on team data to assess the group impact on instructional goals for individual teachers</p>