

TimeTrack Performance Rubric for Additional Users 2.0

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>Tracking time w/ appropriate individuals</p> <p>Focus individuals are identified for regular data review and analysis</p> <p>Periodic review and evaluation of use of basic TimeTrack features such as optional descriptors, associating individuals (see Implementation Rubric)</p> <p>Disaggregation of data may include using Graph Options such as: <i>Date Range</i> <i>Category/Descriptor/Optional Descriptor</i> <i>Merge of Calendars</i> <i>Select Individuals/Groups</i> <i>Sort Order</i> <i>Time Spent/Frequency</i></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>Periodic review and evaluation of use of advanced TimeTrack features, such as NoteTrack, Connected Events, Phone App, and Focus Individuals</p> <p>Events scheduled aligned w/ descriptor goals</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>Specific data is identified for reflection</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 used to support the TimeTrack owner's goals</p> <p>Reflection on Individual Teacher or Group data considers: <ul style="list-style-type: none"> • <i>Instructional Time by Descriptor graph</i> • <i>Feedback/Observation Frequency data</i> </p> <p>Monthly goals are reviewed quarterly and revised as appropriate</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>When Optional Descriptors are used, they: <ul style="list-style-type: none"> • align with school-based initiatives • guide the allocation of resources </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> <p>TimeTrack data is considered as part of school based and/or district initiatives and professional development, as well as supporting the TimeTrack owner's goals</p> <p>Additional, extended TimeTrack data review and evaluation sessions are held outside of the Sam Data Team meeting</p>
SAM Data Team Meeting	<p>Attends and participates in SAM Data Team meeting</p> <p>TimeTrack owner's data is available and accurate for team meetings</p> <p>Reflective reference to merged data occurs occasionally</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> <p>Uses data to create and present his/her data story</p>	<p>Poses reflective questions based on team data to assess the group impact on instructional goals for groups / grade levels</p> <p>TimeTrack owner contributes to the school/district data story</p> <p>Extended TimeTrack data review and evaluation meetings are held occasionally with all TimeTrack users and other key school community stakeholders</p>