MATANUSKA SUSITNA BOROUGH SCHOOL DISTRICT

Frontline Professional Growth

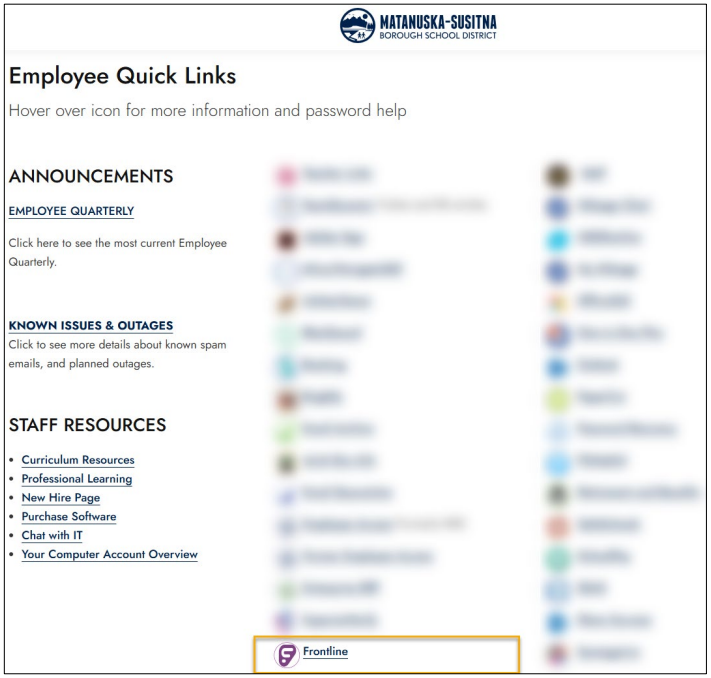
Employee Training

Overview

- Frontline Professional Growth Access
- Evaluation Overview
- Self-Reflection
- Beginning of the Year Conference
- Uploading/Managing Artifacts
- Formal Observation & Summative Evaluation
  - Accepting/Denying Schedule
  - Reviewing
  - User Acknowledgement

Frontline Professional Growth Access

- Matanuska Susitna Borough School District Website
- Employee Quick Links
- Login Information:
  - Username: ab012345
  - Password: Network/Computer Password



Evaluation Overview

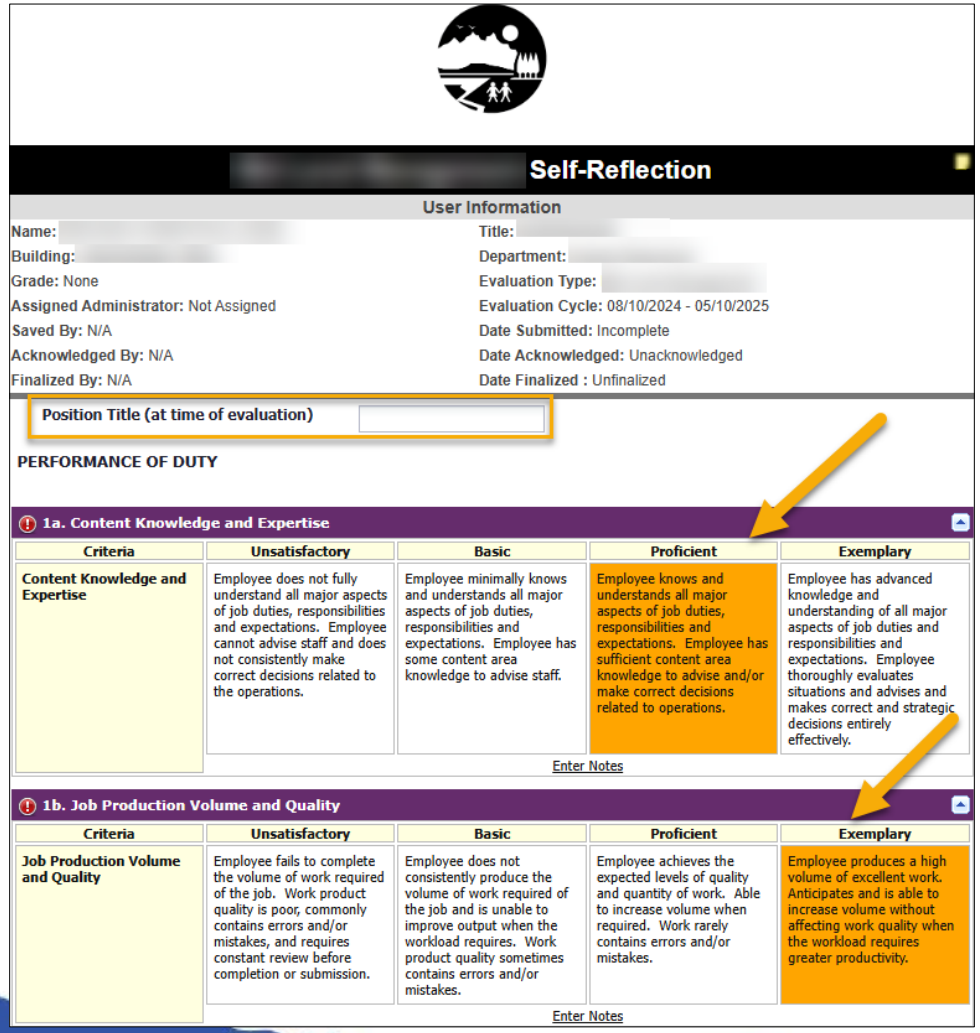
To access your evaluation, select My Info and My Evaluation

- **SCHEDULED COMPONENTS** – Components that must be completed during the evaluation cycle (pre-observation, observation, etc.)
- **PROGRESS**– Notification when a part of the process needs your attention. Click on the components you must complete
- **STATUS**– Track the components of the evaluation process that are underway
- **COMPLETE** – Items that have been marked complete by you and your building administrator

Self-Reflection

- Complete the Self-Reflection for the current evaluation cycle
- Review the criteria for each component and select the rating based on performance: Unsatisfactory, Basic, Proficient, Exemplary
- All required components are indicated with an asterisk
- The Self-Reflection cannot be submitted until required criteria is selected

Self-Reflection



Self-Reflection

User Information

Name:	**Title:**
Building:	**Department:**
Grade: None	**Evaluation Type:**
Assigned Administrator: Not Assigned	**Evaluation Cycle:** 08/10/2024 - 05/10/2025
Saved By: N/A	**Date Submitted:** Incomplete
Acknowledged By: N/A	**Date Acknowledged:** Unacknowledged
Finalized By: N/A	**Date Finalized :** Unfinalized

Position Title (at time of evaluation)

PERFORMANCE OF DUTY

1a. Content Knowledge and Expertise

Criteria	Unsatisfactory	Basic	Proficient	Exemplary
Content Knowledge and Expertise	Employee does not fully understand all major aspects of job duties, responsibilities and expectations. Employee cannot advise staff and does not consistently make correct decisions related to the operations.	Employee minimally knows and understands all major aspects of job duties, responsibilities and expectations. Employee has some content area knowledge to advise staff.	Employee knows and understands all major aspects of job duties, responsibilities and expectations. Employee has sufficient content area knowledge to advise and/or make correct decisions related to operations.	Employee has advanced knowledge and understanding of all major aspects of job duties and responsibilities and expectations. Employee thoroughly evaluates situations and advises and makes correct and strategic decisions entirely effectively.

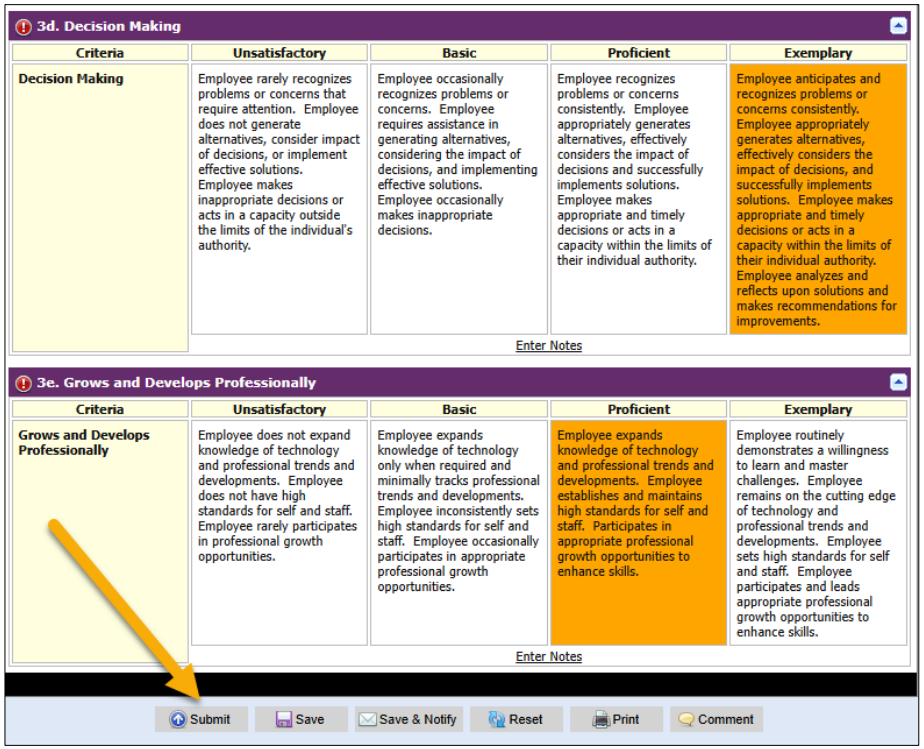
Enter Notes

1b. Job Production Volume and Quality

Criteria	Unsatisfactory	Basic	Proficient	Exemplary
Job Production Volume and Quality	Employee fails to complete the volume of work required of the job. Work product quality is poor, commonly contains errors and/or mistakes, and requires constant review before completion or submission.	Employee does not consistently produce the volume of work required of the job and is unable to improve output when the workload requires. Work product quality sometimes contains errors and/or mistakes.	Employee achieves the expected levels of quality and quantity of work. Able to increase volume when required. Work rarely contains errors and/or mistakes.	Employee produces a high volume of excellent work. Anticipates and is able to increase volume without affecting work quality when the workload requires greater productivity.

Enter Notes

Self-Reflection



3d. Decision Making

Criteria	Unsatisfactory	Basic	Proficient	Exemplary
Decision Making	Employee rarely recognizes problems or concerns that require attention. Employee does not generate alternatives, consider impact of decisions, or implement effective solutions. Employee makes inappropriate decisions or acts in a capacity outside the limits of the individual's authority.	Employee occasionally recognizes problems or concerns. Employee requires assistance in generating alternatives, considering the impact of decisions, and implementing effective solutions. Employee occasionally makes inappropriate decisions.	Employee recognizes problems or concerns consistently. Employee appropriately generates alternatives, effectively considers the impact of decisions and successfully implements solutions. Employee makes appropriate and timely decisions or acts in a capacity within the limits of their individual authority.	Employee anticipates and recognizes problems or concerns consistently. Employee appropriately generates alternatives, effectively considers the impact of decisions, and successfully implements solutions. Employee makes appropriate and timely decisions or acts in a capacity within the limits of their individual authority. Employee analyzes and reflects upon solutions and makes recommendations for improvements.

Enter Notes

3e. Grows and Develops Professionally

Criteria	Unsatisfactory	Basic	Proficient	Exemplary
Grows and Develops Professionally	Employee does not expand knowledge of technology and professional trends and developments. Employee does not have high standards for self and staff. Employee rarely participates in professional growth opportunities.	Employee expands knowledge of technology only when required and minimally tracks professional trends and developments. Employee inconsistently sets high standards for self and staff. Employee occasionally participates in appropriate professional growth opportunities.	Employee expands knowledge of technology and professional trends and developments. Employee establishes and maintains high standards for self and staff. Participates in appropriate professional growth opportunities to enhance skills.	Employee routinely demonstrates a willingness to learn and master challenges. Employee remains on the cutting edge of technology and professional trends and developments. Employee sets high standards for self and staff. Employee participates and leads appropriate professional growth opportunities to enhance skills.

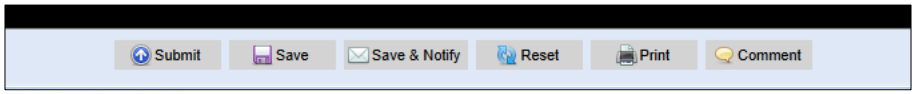
Enter Notes

Submit | Save | Save & Notify | Reset | Print | Comment

- Rate all components prior to submission
- Notes can be added under each criteria selection
- Submit the form once all ratings have been completed

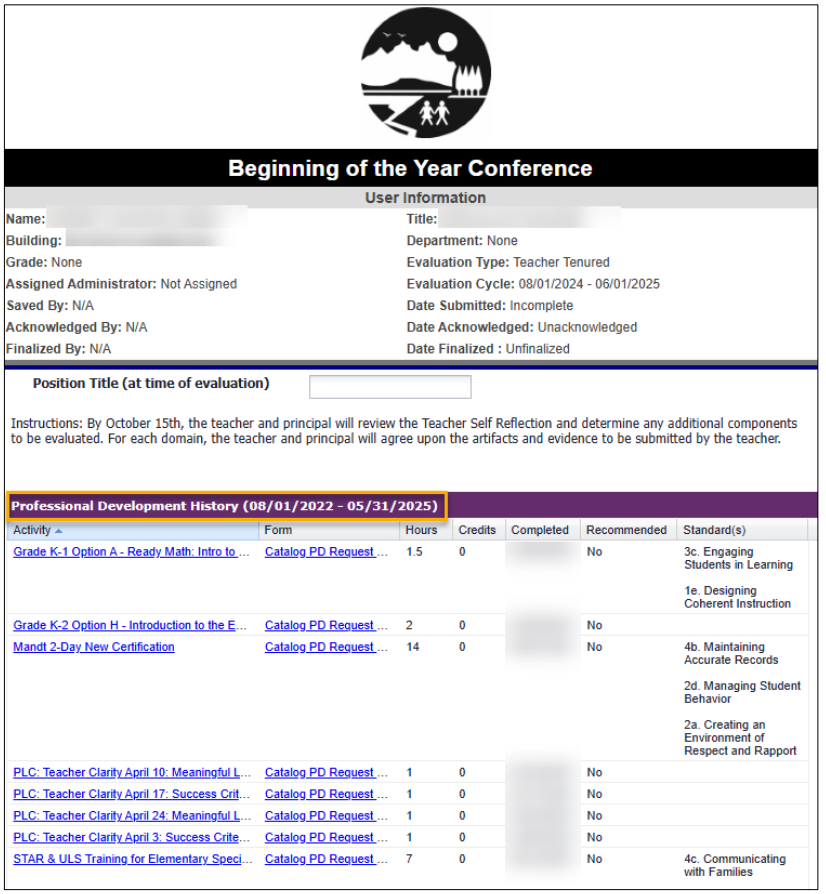
Form Field Buttons

- Submit
  - The form will be considered complete upon submission. The form will be designated for user acknowledgment or finalization.
- Save
  - This will allow fields to be edited or completed at a later time. The form will not be designated for user acknowledgement or finalization until submitted.
- Save & Notify
  - This will allow fields to be edited or completed at a later time. The form will not be designated for user acknowledgment or finalization until submitted. Additionally, a message can be sent to another administrator.
- Reset
  - Resets all form fields.
- Print
- Comment
  - Allows for the form to be annotated with a comment box.



Beginning of the Year Conference

- Complete the Beginning of the Year Conference for the current evaluation cycle
- Three years of prior Professional Development are listed on the form aligned to the component's standards



Beginning of the Year Conference

User Information

Name:	**Title:**
Building:	**Department:** None
Grade: None	**Evaluation Type:** Teacher Tenured
Assigned Administrator: Not Assigned	**Evaluation Cycle:** 08/01/2024 - 06/01/2025
Saved By: N/A	**Date Submitted:** Incomplete
Acknowledged By: N/A	**Date Acknowledged:** Unacknowledged
Finalized By: N/A	**Date Finalized :** Unfinalized

Position Title (at time of evaluation)

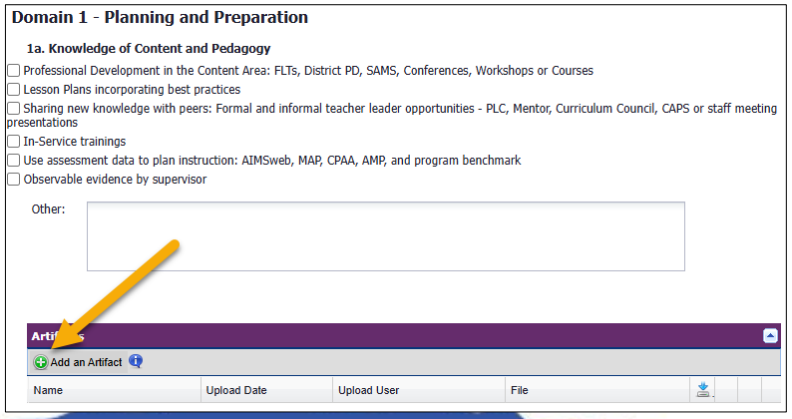
Instructions: By October 15th, the teacher and principal will review the Teacher Self Reflection and determine any additional components to be evaluated. For each domain, the teacher and principal will agree upon the artifacts and evidence to be submitted by the teacher.

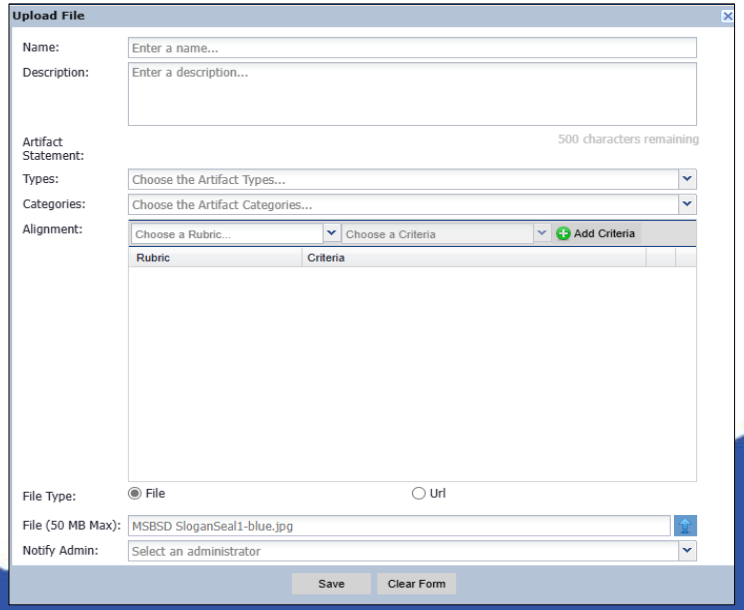
Professional Development History (08/01/2022 - 05/31/2025)

Activity	Form	Hours	Credits	Completed	Recommended	Standard(s)
Grade K-1 Option A - Ready Math: Intro to ...	Catalog PD Request ...	1.5	0		No	3c. Engaging Students in Learning 1e. Designing Coherent Instruction
Grade K-2 Option H - Introduction to the E...	Catalog PD Request ...	2	0		No	
Mandt 2-Day New Certification	Catalog PD Request ...	14	0		No	4b. Maintaining Accurate Records 2d. Managing Student Behavior 2a. Creating an Environment of Respect and Rapport
PLC: Teacher Clarity April 10: Meaningful L...	Catalog PD Request ...	1	0		No	
PLC: Teacher Clarity April 17: Success Crit...	Catalog PD Request ...	1	0		No	
PLC: Teacher Clarity April 24: Meaningful L...	Catalog PD Request ...	1	0		No	
PLC: Teacher Clarity April 3: Success Crite...	Catalog PD Request ...	1	0		No	
STAR & ULS Training for Elementary Speci...	Catalog PD Request ...	7	0		No	4c. Communicating with Families

Beginning of the Year Conference

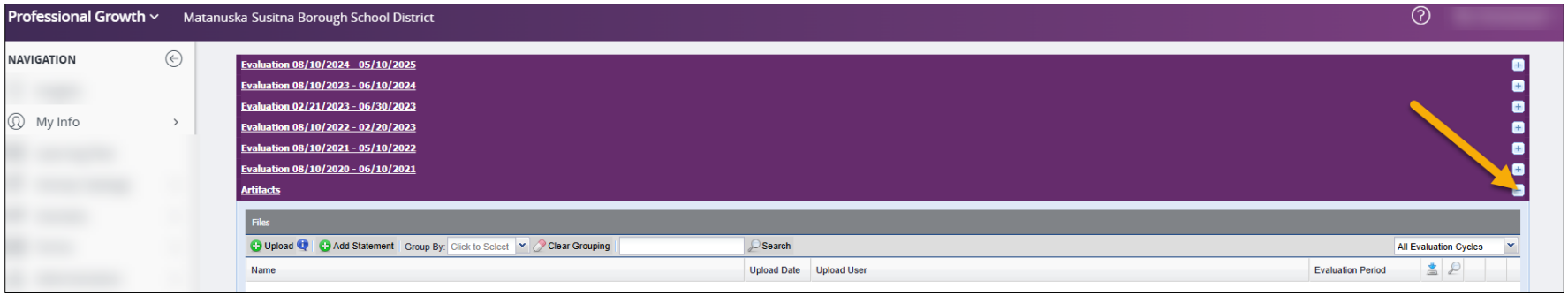
- After filling out the form, it can be reopened to submit additional artifacts
  - Locate the component that aligns with the artifact being submitted
  - In the toolbar below the component, select Add an Artifact
  - In the Upload File box, fill in the necessary criteria
    - To align an artifact, input the Rubric, Criteria, and Add Criteria
      - Note: you can add multiple criteria to one artifact





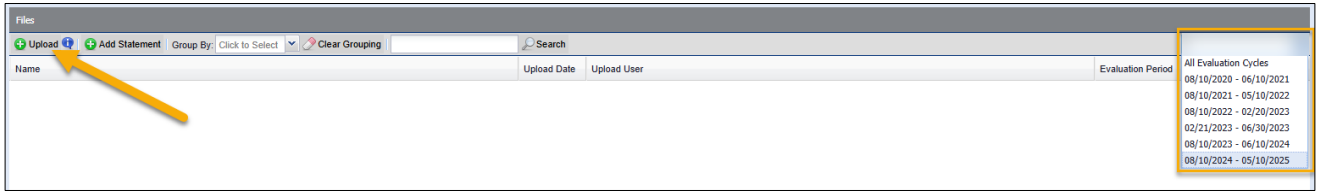
Uploading/Managing Artifacts

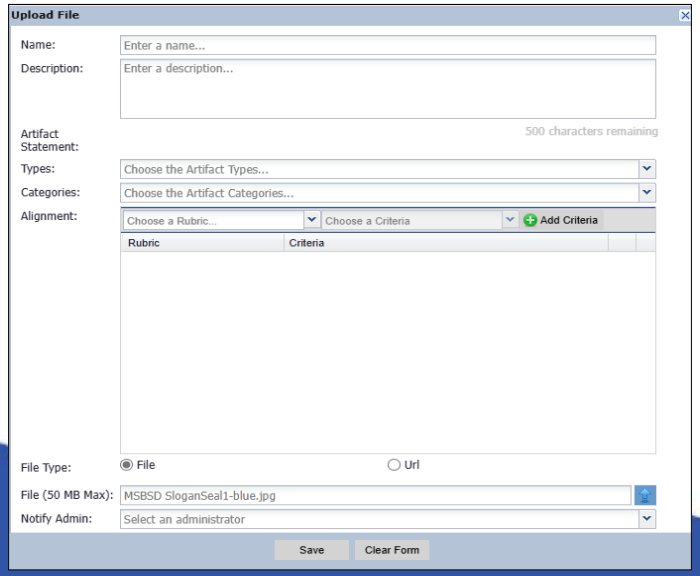
- To access your Artifacts, select My Info and My Evaluation
- Expand the Artifacts component



Uploading/Managing Artifacts

- The filter defaults to All Evaluation Cycles
  - Use the right-hand filter to view by specific year(s)
  - To Upload an Artifact, click Upload
  - To align an artifact, input the Rubric, Criteria, and Add Criteria
    - Note: you can add multiple criteria to one artifact





Formal Observation

- After your administrator has scheduled your Formal Observation, you will receive a notification via email
- Access Frontline Professional Growth to review and acknowledge your evaluation
  - Once Accepted, you will see the form in your "Scheduled Components"

Formal Observation

- After your administrator has completed your Formal Observation, you will receive a notification for acknowledgement
- After reviewing your form, you can click on the following options:
    - **PRINT:** Print form to PDF
    - **ACKNOWLEDGE:** Verify that you have reviewed the Formal Observation Summary
        - Administrator receives an email notification
        - Form will show "In Progress" while awaiting administrative finalization
    - **COMMENT:** Add a comment to the form. This sends an email notification to your assigned administrator.

Summative Evaluation

- After your administrator has scheduled your Summative Observation, you will receive a notification via email
- Access Frontline Professional Growth to review and acknowledge your evaluation
  - Once Accepted, you will see the form in your "Scheduled Components"

Summative Evaluation

- After your administrator has completed your Summative Observation, you will receive a notification for acknowledgement
- After reviewing your form, you can click on the following options:
    - **PRINT:** Print form to PDF
    - **ACKNOWLEDGE:** Verify that you have reviewed the Formal Observation Summary
        - Administrator receives an email notification
        - Form will show “In Progress” while awaiting administrative finalization
    - **COMMENT:** Add a comment to the form. This sends an email notification to your assigned administrator.