

## **MISD Tutor Performance Evaluation Form**

A tutor performance evaluation form is created for each school teacher, or school counselor, the MISD tutor supports in a school district. A form is distributed to the teachers in elementary schools when the teacher has bilingual students. PowerSchool has a contact field for bilingual students in Middle School and High Schools. If the contact name is entered, then a form is created for the contact to provide the tutor performance evaluation; otherwise, a form is created without an evaluator name. A school counselor or bilingual coordinator provides the tutor evaluation in this situation.

The students the MISD tutor provides services for are maintained in a system at the MISD. The program opens the database at the MISD, using a special database connection, listing the teachers (contacts) the tutor supports.

A tutor evaluation form file is created for each evaluator. The form file is in PDF format and can be opened and saved using Adobe Reader. The PDF form file is pre-filled with the:

- Evaluation date
- Tutor name
- School district name
- School building name
- Elementary school teacher name or the evaluator must be entered for middle schools and high schools

After the form is completed by the evaluator, the file is submitted via e-mail to the MISD for review and filing. A submit button is on the bottom of the form, providing the e-mail capability.

The form file name is unique for each MISD tutor, school district, and evaluator.

- “pdfTPE”
- The tutor first initial and last name
- The district number
- The school building number
- The evaluator first initial and last name
- The evaluation date

A sample file name is **pdfTPE\_RORUC\_50070\_06183\_SSMITH\_on05-14-2013.pdf**

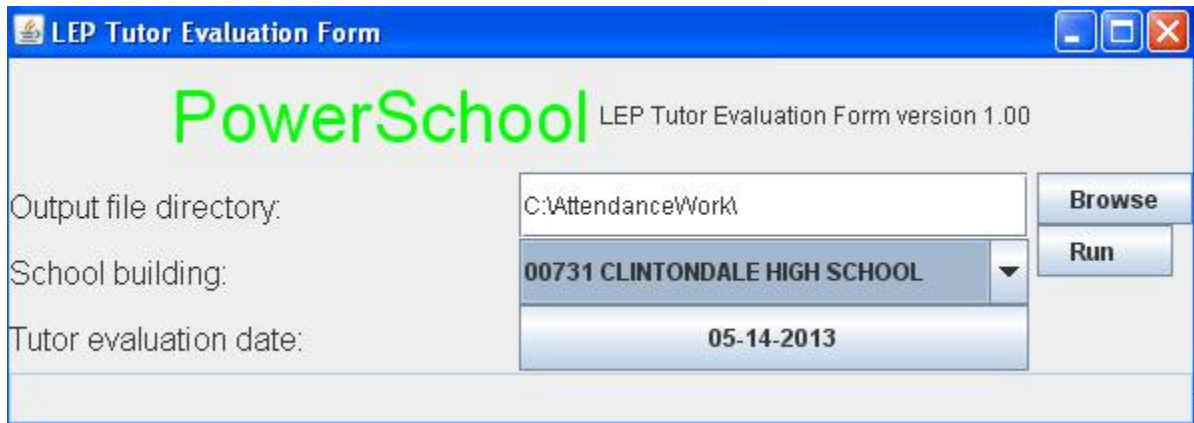
**Version 1.00 May 2013**

## **PowerSchool Requirements**

The PowerSchool school district number and school building number are referenced, creating the evaluation forms.

## **PowerSchool Tutor Evaluation Form**

- Identify the file directory where the tutor evaluation form files are created. The file directory should be used each time you run the report.
- Enter the school building for the teachers and counselors supported.
- Enter the tutor evaluation date.



The screenshot shows a Windows-style application window titled "LEP Tutor Evaluation Form". The window has a blue title bar with standard minimize, maximize, and close buttons. The main content area has a light gray background with the "PowerSchool" logo in green and "LEP Tutor Evaluation Form version 1.00" in black text. Below the logo, there are three input fields and two buttons. The first field is labeled "Output file directory:" and contains the text "C:\AttendanceWork\". To its right is a "Browse" button. The second field is labeled "School building:" and contains a dropdown menu with "00731 CLINTONDALE HIGH SCHOOL" selected. To its right is a "Run" button. The third field is labeled "Tutor evaluation date:" and contains the date "05-14-2013".

### **Special Note:**

The file TPEform.pdf is an un-filled copy of the tutor evaluation form. This file must be copied to the output file directory for the program to work. The file is available from:

<ftp://aftp.misd.net/PowerSchool/>

## **Error Messages**

Error messages are displayed on the bottom of each screen.

### **Error missing output file directory to create the report.**

Specify the output file directory name where the PDF form files are created.

### **Error a building must be selected for the report.**

The form files are created for teachers in a school building and then sent or e-mailed to the teacher.

### **Error the district number is not found.**

The PowerSchool district number is missing.

### **Error the tutor evaluation form is missing=**

The file TPEform.pdf is not found in the output file directory specified.

## ***Suggested Form Distribution Procedure at the school district***

It may be easier for a secretary in each school building to run the program, distributing the forms individually to the teachers. When the MISD requests a tutor evaluation, the suggested procedure is for the school secretary to:

1. Click on my computer (on the desk top), displaying the files in the file folder that holds the tutor performance forms. This is the output file folder specified in the program run parameters.
2. Verify the file TPEForm.pdf is in the folder displayed. If the file is missing, the program will not run.
3. Remove any old tutor performance forms created from prior evaluation requests **pdfTPE\_Tutor\_District\_Building\_Teacher\_onDate.pdf** from the file folder.
4. Run the LEP tutor evaluation form program. The MISD enhancements link is found in PowerSchool, or click on: <http://www.misd.net/misdenhancements/>
5. Select the school building the secretary supports, with the requested tutor evaluation date, appearing in the form.
6. Click on the run button to create the PDF form files. The files are created when a completed message appears in the progress bar, found on the left side of the run parameters screen.
7. Inspect the PDF files created in the file folder, normally displayed at the bottom of the file listing.
  - a. The files are sorted by district, building, and teacher name.
  - b. If a teacher has students taught by more than one MISD tutor, the evaluation forms should appear together when they were created.
8. Open the e-mail new mail message for a teacher. Attach for PDF form file(s) as e-mail attachments to the teacher. Send the e-mail to the teacher for evaluation of the MISD tutor.
9. Repeat step 8 for each teacher and related PDF form file(s).
10. At the end of sending the forms, remove any form files in the folder for the next evaluation date.

## **School District Policy**

After the teachers send the tutor evaluation form to the MISD, the school district may wish to keep the completed tutor evaluations in a separate folder as a reference.

# Sample Tutor Performance Evaluation Form

## MISD Bilingual Instructional Assistance Tutor Performance Evaluation

Teachers: Please fill out the form and save a copy for your reference. Press the submit button below, sending a copy to Su Mc-Keithen Polish at the MISD for analysis.

Date: 05/13/2013

Tutor: ORUC,ROSE

District: CLINTONDALE

Building: CHARLES C MCGLINNEN ELEMENTARY

Teacher: SMITH,SAMMY

Please check the appropriate boxes:

	<u>Always</u>	<u>Often</u>	<u>Rarely</u>
1. Does the tutor show up to work with your student(s) according to schedule?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Does the tutor communicate with you about the student?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Is the tutor helpful when he/she is needed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Are you satisfied with the tutor's assistance?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments:

Suggestions: