

# Georgia Department of Education

## TKES Teacher Quick Reference for Self-Assessment

### How to Complete the Self-Assessment

**\*** The red asterisk indicates a required field.

- From the home page, click on the **Teacher Keys Effectiveness System** for the current school year.



MY EVALUATION <span>2018-2019</span>		
Name	Step	Updated
Teacher Keys Effectiveness		

- Click on **Self-Assessment & Pre-Evaluation Conference** to expand the container.



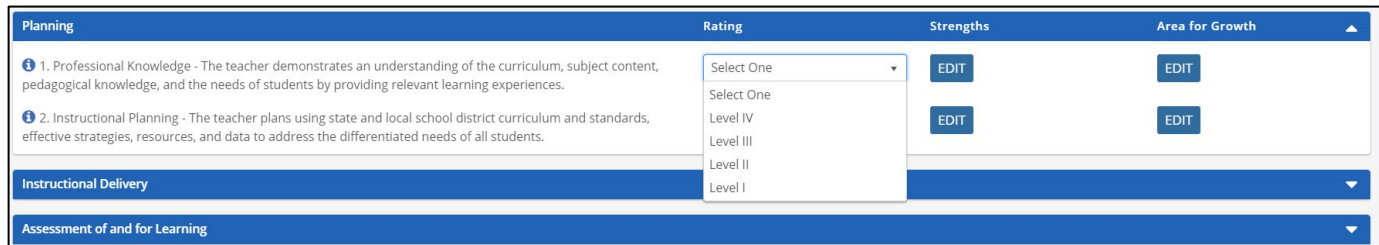
- Click on **Self-Assessment** to expand the sub-container.



- Click on the **New** button.



- Click on a **Performance Standard** category. Click on a **Rating** dropdown to select a rating. **All 10 standards must be rated.** Click on the **Edit** button to enter **Strengths** and **Area for Growth**.



Planning	Rating	Strengths	Area for Growth
<ul style="list-style-type: none"> <li>1. Professional Knowledge - The teacher demonstrates an understanding of the curriculum, subject content, pedagogical knowledge, and the needs of students by providing relevant learning experiences.</li> <li>2. Instructional Planning - The teacher plans using state and local school district curriculum and standards, effective strategies, resources, and data to address the differentiated needs of all students.</li> </ul>	Select One Select One Level IV Level III Level II Level I	EDIT EDIT	EDIT EDIT
Instructional Delivery			
Assessment of and for Learning			

- Once complete, click **Save & Submit**. To return to the Self-Assessment before completion, click the **Save For Later** button.

