



NTPE Observations

Overview / Tutorial

NTPE Observations

The NTPE Observation process is designed for non-supervising and supervising NTPEs.

Non-Supervising NTPEs

- Elementary School Counselor
- Secondary School Counselor
- School Nurse
- School Psychologist
- Instructional Technology Specialist
- Dental Hygienist
- Home and School Visitor
- Behavioral Specialist
- Social Worker
- Physical Therapist / Occupational Therapist

Supervising NTPEs

- Supervisor of Curriculum and Instruction
- Supervisor of Special Education
- Supervisor of Pupil Services
- Supervisor of Vocational Education

Building Principals also use the NTPE Observation Process.

NTPE Observations

The NTPE Observation process is initiated by the NTPE.

When an NTPE starts the process, they are prompted to select the supervisor that will be responsible for reviewing and approving their NTPE Observation.

The NTPE Observation process has three main phases. Phase one includes goal setting, selecting component focus areas, adding evidence, and approval by a supervisor. Phase two involves ongoing updates throughout the school year. The final phase involves scoring of the self-assessment rubric.

The screenshot shows the NTPE Observation web application interface. At the top, there is a navigation bar with the 'District' logo and links for 'MY OBSERVATIONS', 'RESOURCES', and 'SUPPORT'. Below the navigation bar, the user's name 'Cristina, School' and a notification icon are visible. The main content area is titled 'NTPE Observation' and includes a progress indicator: 'Preparation' (selected), 'Awaiting Approval', 'In Progress', 'Authentication', and 'Complete'. A section for 'Goal and Component Focus Areas' contains a text box for the 'Goal Statement' and a 'Save' button. Below this, there are four domains: 'Domain 1: Planning and Preparation', 'Domain 2: Demonstrating Knowledge of Counseling Theory, Best Practice, and Techniques', 'Domain 3', and 'Domain 4'. The 'Domain 2' section is expanded, showing a self-rating rubric with four columns: 'Failing', 'Needs Improvement', 'Proficient', and 'Distinguished'. Each column contains a list of criteria. At the bottom, there are sections for 'Guiding Questions' and 'Types of Evidence', each with a 'Download PDF' button and an 'Add Comment' button.

NTPE Observation Steps

Step 1: NTPE creates a new NTPE observation and select the appropriate supervisor

Step 2: NTPE completes the NTPE observation... and Submits

- Enter Goals
- Select Component Focus Areas
- Enter Comments/Evidence for each Component Focus Area, using the rubric language, Guiding Questions, and Types of Evidence resources as a guide

Step 3: Supervisor reviews, adds comments and approves... and Submits

Step 4: Once approved, NTPE returns to their NTPE observation at any time throughout the school year and enters updates... and Submits

Step 5: Supervisor reviews / adds comments... and Submits

Step 6: When appropriate, NTPE completes self-assessment rubric... and Submits

Step 7: Supervisor reviews and completes self-assessment rubric... and Submits

Step 8: NTPE and supervisor authenticate the observation

Access Your NTPE Observation...

Superior: the Teacher Specific Rating Calculator for 82.1 Forms is now available on your portal. [Learn more](#)

PAETEP Electronic Teacher Evaluation Portal

Welcome to Mahan Area School District's Teacher Evaluation Portal

PAETEP is a Performance-driven teacher evaluation portal for educators. PAETEP is designed to fulfill the PA Department of Education's new teacher evaluation process. It has been developed in close partnership with Educators' Unions. The web-based tool guides and supports all steps of the Performance Teacher Evaluation process from the Observation to Final Evaluation. PAETEP is fully aligned to the PAE web-based process and allows for online access to evidence and feedback for both the teacher and supervisor. Each step is done electronically, which streamlines and reduces error rates, and also saves. As a result, using this system speeds the process. You can benefit, teachers that eliminate the need for the exchange of paper documentation and enhance efficiency and accuracy.

Please contact your administrator for a username and password.

PAETEP is an Approved Program of:

PAETEP is available on:

Keystone Catalog

My Observations | Observations

My Observations | Observations | My Observations | My Observations

NTPE Observation

2015-16

School Year	NTPE Type	Info	Status
2015-16	Elementary School Counselor	Not Started	Waiting for Submission

[Sign](#)

Select the appropriate supervisor.

Observations Sort By School Year: 2013-14

New NTPE Observation
Please choose a Supervisor for this NTPE Observation.
Supervisor: Example Principal
Buttons: **Cancel** (green), **Cancel** (grey)

NTPE Observation

School Year	NTPE Type	Evaluator Name	Status	Actions
2015-16	Elementary School Counselor		Not Started	Begin <small>Start the NTPE Observation</small>

Enter your Goal Statement(s)...

The screenshot displays the 'NTPE Observation' interface for an Elementary School Counselor. The page is divided into several sections:

- Header:** Includes the 'DRAFT' logo, navigation links for 'MY OBSERVATIONS', 'RESOURCES', and 'SUPPORT', and user information for 'Ray Tine'.
- Progress Indicators:** A row of buttons shows the current status: 'Preparation' (selected), 'Awaiting Approval', 'In Progress', 'Authentication', and 'Complete'.
- Goal and Component Focus Areas:** A section with a heading and instructions: 'Enter a goal statement for your observation and select your component focus areas by clicking the Star ★ within a component to identify it as a focus area. You must add Evidence in the form of a comment to any components marked as a focus area. Any component that is not a component focus, but has commented evidence will appear with a comment bubble 🗨️ if the comment is in a draft state, the following icon will appear 🗨️'. Below this are two text input fields labeled 'Goal Statement' and 'Component Focus Area(s)'. A green arrow points to the first field, and another points to the star icon next to the '1e. Designing Coherent Service Delivery and School Counseling Program' component.
- Domains:** A row of buttons for 'Domain 1', 'Domain 2', 'Domain 3', and 'Domain 4'. 'Domain 3' is selected and labeled 'Service Delivery'.
- Component List:** A list of 'Component 3e' items on the left side of the page.
- Component Detail:** A section titled 'Using Assessment in Delivery of Academic, Career, and Personal Social Development Services'. It includes a 'Self Rating' dropdown menu and a table with four columns: 'Failing', 'Needs Improvement', 'Proficient', and 'Distinguished'. Each column contains a list of bullet points describing the criteria for that rating level.

Select your Component Focus areas...

My Observations - Observations - NTPE

My Observations | Observations | Ancillary Notes | RT Ratings

NTPE Observation

(Elementary School Counselor)

Preparation • Awaiting Approval • In Progress • Authentication • Complete

Goal and Component Focus Areas

Enter a goal statement for your observation and select your component focus areas by clicking the Star within a component to identify it as a focus area. You must add Evidence in the form of a comment to any components marked as a focus area. Any component that is not a component focus, but has commented evidence will appear with a comment bubble . If the comment is in a draft state, the following icon will appear .

Goal Statement

Goal statement #1

Goal statement #2

Use the Save button after editing your Goal Statement to save any changes

Component Focus Area(s)
Click below to quickly navigate to a focus component

- 1: Designing Coherent Service Delivery and School Counseling Program

Domain 1 Domain 2 Domain 3 Domain 4

Component 3a:

Component 3b:

Component 3c:

Component 3d:

Component 3e:

Using Assessment in Delivery of Academic, Career, and Personal Social Development Services

Use the comment area below to input evidence for this component of the observation.

Self Rating

Failing	Needs Improvement	Pficient	Distinguished
<ul style="list-style-type: none">Conducts little/no assessment or monitoring of student learning and progress.	<ul style="list-style-type: none">Inconsistently uses assessment to support student learning and progress.	<ul style="list-style-type: none">Ensures that students are aware of the goals that have been established and the criteria for determining whether progress has been made.	<ul style="list-style-type: none">Develops, in conjunction with students, the goals and criteria for determining whether progress has been made.

Click on the star to indicate a focus area.

The screenshot shows the UATP (Utah Assessment and Testing Program) NTPE (National Training and Practice Evaluation) Observation interface. The page title is "NTPE Observation" for an "Elementary School Counselor". The status is "Preparation".

Goal and Component Focus Areas

Enter a goal statement for your observation and select your component focus areas by clicking the Star ★ within a component to identify it as a focus area. You must add Evidence in the form of a comment to any components marked as a focus area. Any component that is not a component focus, but has commented evidence will appear with a comment bubble ☺. If the comment is in a draft state, the following icon will appear ☹.

Goal Statement:
Goal statement #1
Goal statement #2

Use the Save button after editing your Goal Statement to save any changes.

Component Focus Area(s):
Click below to quickly navigate to a focus component

- ★ 1e: Designing Coherent Service Delivery and School Counseling Program
- ★ 3d: Using Assessment in Delivery of Academic, Career, and Personal Social Development Services

Domain 1 ★ **Domain 2** **Domain 3** ★ **Domain 4**

Service Delivery

Using Assessment in Delivery of Academic, Career, and Personal Social Development Services

Use the components below to input evidence for this component of the observation.

▼ **Self Rating** Download PDF

Failing	Needs Improvement	Proficient	Distinguished
<ul style="list-style-type: none">Conducts little/no assessment or monitoring of student learning and progress.	<ul style="list-style-type: none">Inconsistently uses assessment to support student learning and progress.	<ul style="list-style-type: none">Ensures that students are aware of the goals that have been established and the criteria for determining whether progress has been made.	<ul style="list-style-type: none">Develops, in conjunction with students, the goals and criteria for determining whether progress has been made.

Green arrows in the image point to the star icons on the "Component Focus Area(s)" list, the "Domain 1" and "Domain 3" labels, and the star icon on the "Self Rating" dropdown menu.

Add comments/evidence for each focus area.

Goal and Component Focus Areas
Enter a goal statement for your observation and select your component focus areas by clicking the Star within a component to identify it as a focus area. You must add Evidence in the form of a comment to any components marked as a focus areas. Any component that is not a component focus, but has commented evidence will appear with a comment bubble if the comment is in a draft state, the following icon will appear .

Goal Statement:

Use the Save button after editing your Goal Statement to save any changes.

Component Focus Areas)
Click below to quickly navigate to a focus component

- 1e: Designing Coherent Service Delivery and School Counseling Program
- 3d: Using Assessment in Delivery of Academic, Career, and Personal Social Development Services

Domain 1 **Domain 2** **Domain 3** **Domain 4**
Service Delivery

Component 3a:
Component 3b:
Component 3c:
Component 3d:
Component 3e:

Using Assessment in Delivery of Academic, Career, and Personal Social Development Services
Use the comment area below to input evidence for this component of the observation.

Self Rating [Download PDF](#)

Failing	Needs Improvement	Proficient	Distinguished
<ul style="list-style-type: none">Conducts little/no assessment or monitoring of student learning and progress.	<ul style="list-style-type: none">Inconsistently uses assessment to support student learning and progress.	<ul style="list-style-type: none">Ensures that students are aware of the goals that have been established and the criteria for determining whether progress has been made.	<ul style="list-style-type: none">Develops, in conjunction with students, the goals and criteria for determining whether progress has been made.

Types of Evidence [Download PDF](#)

Tina Bay Posted 10/14/2015 1:43 PM

Add evidence as appropriate

[Add Comment](#)

For additional resources, including rubric language, guiding questions, and example types of evidence, visit PDE website. This information is also available and can be downloaded using the "Download PDF" button(s) above.

Use the rubric language and pdf links for guidance/support.

Add General Comments (as needed)...

The screenshot displays a rubric interface with the following sections:

- Component 3c:** (repeated three times in a sidebar)
- Self Rating:** A table with four columns: Failing, Needs Improvement, Proficient, and Distinguished. Each column contains a list of performance indicators.
- Types of Evidence:** A section with a red header bar, containing a comment by Tina Bay (Posted 10/14/2015 1:43 PM) with the text "Add evidence as appropriate".
- General Comments:** A section with a red header bar, containing a comment by Tina Bay (Posted 10/14/2015 1:58 PM) with the text "Add non-component specific comments as needed".

Two green arrows highlight the "Add Comment" buttons in the "Types of Evidence" and "General Comments" sections.

Save and submit to your supervisor for approval.

The screenshot shows the 'NTEP Observation' form in progress. At the top right, there are two buttons: 'Save' (blue) and 'Submit' (orange). Two green arrows point to these buttons. The form includes a progress bar with stages: Preparation, Awaiting Approval, In Progress, Authentication, and Complete. Below the progress bar, there are sections for 'Goal and Component Focus Areas', 'User Statement', and 'Domains'. The 'Domains' section is currently expanded to show 'Domain 2' with the title 'Demonstrating Knowledge of Counseling Theory, Best Practice, and Techniques'. A 'Self Rating' section is also visible, with a table for rating performance levels (Emerging, Needs Improvement, Proficient, Distinguished).

The screenshot shows the 'NTEP Observation' form after submission. A green message box at the top states: 'NTEP observation materials have been successfully submitted to the default building administrator. Your supervisor will review your comments and evidence and provide feedback. You may add additional comments and evidence as appropriate by returning to the observation.' Below this, there is a table of observation records.

School Year	NTEP Type	Info	Status	Review
2015-16	Elementary School Counselor	Submitted on 10/16/15	Waiting for Supervisor Approval	Review <small>View a list of reviews</small>

Following approval, return and add comments/evidence as needed...

The screenshot displays the NTPE Observation interface for an Elementary School Counselor. At the top, the status is 'In Progress', and the 'Submit Updates' button is highlighted with a green arrow. The interface includes a 'Goal Statement' field, a 'Component Focus Areas' section with a '3d Using Assessment in Delivery of Academic, Career, and Personal Social Development Services' area highlighted, and a 'Domain 3' section titled 'Demonstrating Knowledge of Counseling Theory, Best Practice, and Techniques'. This section features a 'Self Rating' table and a 'Types of Evidence' section with a comment from the Building Principal.

NTPE Observation
(Elementary School Counselor)

Preparation - Awaiting Approval - **In Progress** - Authentication - Complete

Save Submit Updates Submit Self Rating

Goal and Component Focus Areas

Enter a goal statement for your observation and select your component focus areas by clicking the Star icon within a component to identify it as a focus area. You must add Evidence in the form of a comment to any components marked as a focus area. Any component that is not a component focus, but has commented evidence will appear with a comment bubble icon. If the comment is in a draft state, the following icon will appear.

Goal Statement

Goal statement #1

Goal statement #2

Use the Save button after editing your Goal Statement to save any changes.

Component Focus Areas

Click here to quickly navigate to a focus component

- 1e Designing Coherent Service Delivery and School Counseling Program
- 3d Using Assessment in Delivery of Academic, Career, and Personal Social Development Services

Domain 1 Domain 2 Domain 3 Domain 4

Planning and Preparation

Component ID:

Component ID:

Component ID:

Component ID:

Component ID:

Component ID:

Demonstrating Knowledge of Counseling Theory, Best Practice, and Techniques

Use the comment area below to input evidence for this component of the observation.

Self Rating

Fair	Needs Improvement	Proficient	Distinguished
<ul style="list-style-type: none">Demonstrates limited knowledge of counseling theory, best practice, and techniques.Uses a District-adopted comprehensive school counseling plan that does not reflect integrated knowledge of theory and techniques, or possess no plan at all.	<ul style="list-style-type: none">Demonstrates some knowledge of counseling theory, best practice, and techniques.Uses a District-adopted comprehensive school counseling plan that reflects limited integration of this knowledge, theory, technique, and best practice.	<ul style="list-style-type: none">Demonstrates a working knowledge of counseling theory, best practice, and techniques.Uses a District-adopted comprehensive school counseling plan that reflects the integration of knowledge, theory, and best practice.	<ul style="list-style-type: none">Displays extensive knowledge of counseling theory, best practice, and techniques.Uses a District-adopted comprehensive school counseling plan that reflects and integrates extensive knowledge, theory and best practice.

remove rating

Types of Evidence

Time Bay Posted 10/14/2015 2:13 PM

Add evidence as appropriate

Building Principal Posted 10/15/2015 10:13 AM

Supervisor adds comments/feedback here

...and Submit Updates (when appropriate).

When appropriate, complete self-assessment rubric and submit to supervisor.

NTPE Observation (Elementary School Counselor)

Preparation Awaiting Approval **In Progress** Authentication Complete

Goal and Component Focus Areas

Enter a goal statement for your observation and select your component focus areas by clicking the Star within a component to identify it as a focus area. You must add Evidence in the form of a comment to any components marked as a focus area. Any component that is not a component focus, but has commented evidence will appear with a comment outline if the comment is in a draft state; the following icon will appear .

Goal Statement:
Goal statement #1:
Goal statement #2:

Use the Save button after editing your Goal Statement to save any changes.

Component Focus Area(s):
Click below to quickly navigate to a focus component.
1e Designing Coherent Service Delivery and School Counseling Program
3d Using Assessment in Delivery of Academic, Career, and Personal Social Development Services

Domain 1 **Domain 2** **Domain 3** **Domain 4**
Service Delivery

Component 3c:
Component 3b:
Component 3c:
Component 3d:
Component 3c:

Using Assessment in Delivery of Academic, Career, and Personal Social Development Services

Use the comment area below to input evidence for this component of the observation.

Self Rating Download PDF

Fading	Needs Improvement	Proficient	Distinguished
<ul style="list-style-type: none">Conducts <i>ad hoc</i> assessment or monitoring of student learning and progress.	<ul style="list-style-type: none">Inconsistently uses assessment to support student learning and progress.	<ul style="list-style-type: none">Ensures that students are aware of the goals that have been established and the criteria for determining whether progress has been made.	<ul style="list-style-type: none">Develops, in conjunction with students, the goals and criteria for determining whether progress has been made.

remove rating

Types of Evidence Download PDF

Tina Bay Posted 10/14/2015 1:43 PM

Add evidence as appropriate.

Add Comment

For additional resources, including rubric language, guiding questions, and example types of evidence, visit PCE website. This information is also available and can be downloaded using the "Download PDF" button(s) above.

General Comments

Save Refresh Rubric Return to Self-Rating

Reminders

- The NTPE observation process is designed to be a work in progress.
- Return as need to provide and submit updates/evidence.
- Use the blue help icons for guidance.

Meet with your supervisor (optional) to discuss your growth / ratings...

The screenshot shows the 'NTPE Observation' interface for an Elementary School Counselor. The progress bar at the top indicates the following steps: Preparation, Assessing Appraisal, In Progress, **Authenticate** (highlighted with a green arrow), and Complete. Below the progress bar, there are sections for 'Goal and Component Focus Areas', 'Observation Focus Areas', and 'Domains'. The 'Designing Coherent Service Delivery and School Counseling Program' domain is expanded, showing a table with columns for 'Rating' and 'Subrating'. The 'Supervisor Rating' subrating is highlighted.

This screenshot shows the 'Authenticate Observation' interface. At the top, there are four columns of criteria for 'Authenticate' with associated checkboxes. Below this is the 'Types of Evidence' section, followed by 'General Comments' and 'Authenticate Observation' details. The 'Authenticate Observation' section includes a table with columns for 'Title', 'Info', and 'Options'. A green arrow points to the 'Authenticate' button in the 'Options' column.

...and Authenticate.