



Completing a Deliberate Practice Plan

1. **Access the Leon LEADS Evaluation system** by clicking on the Leon LEADS Evaluation tile in ClassLink. Note that the evaluation system now has its own tile separate from the Professional Development tile for Leon LEADS.



The system should open to the Incomplete Tasks screen. If it does not, click My Folder on the left and select Tasks.

#	Task	Process	Scheduled	Due	
1	Teacher - Deliberate Practice...	Category 3 Teacher Evaluation		10/25/2024	Go To Form
2	Teacher - Student Learning Ob...	Category 3 Teacher Evaluation		10/25/2024	Go To Form
▼ Formal Observation #1					
7	Teacher - Pre-Observation	Category 3 Teacher Evaluation			Go To Form
11	Teacher - Professional Respons...	Category 3 Teacher Evaluation		05/09/2025	Go To Form
12	Teacher - DPP Completion Form	Category 3 Teacher Evaluation			Go To Form
13	Teacher - SLO Completion Form	Category 3 Teacher Evaluation		05/23/2025	Go To Form

2. Click **“Go To Form”** for the Deliberate Practice Plan from the Incomplete Tasks screen.

3. **Select DPP Element #1** – you must choose an element surrounding classroom instruction – Elements 6 through 29.

DPP Element #1 (Required)

DPP Element #1 required

Based on your self-assessment, select the element from the dropdown that you will deliberately practice.

4. **Write a description** of the student behavior or learning that you would like to see improve as you work on this skill during the year.

Action Steps – What steps will you complete to improve your performance? This might include professional learning, communities of practice, peer/mentor observations and feedback, etc.

Materials and Resources – What items do you need to be successful? This might include physical items, time, training, peer support, etc.

Describe the current student behavior or learning that you would like to improve as a result of focusing on this target element. Include the action steps you will take and list any resources or materials that you may need.

Action steps

Materials and resources

- 5. Select your current and anticipated levels** for the element you chose – What is your current level of efficacy in this element? Where would you like to be at the end of the year? Effective is acceptable.

Baseline Level/Score for DPP Element #1 required

Anticipated Final Growth Level Score for DPP Element #1 required

- 6. DPP Element #2** is optional and may be chosen from any teacher element. Repeat steps 3-5 if you would like to select a second DPP element.

- 7. Attaching documents and files is optional** - if you have a document or other file that you would like to attach to your DPP, click on Add Artifact at the bottom on the right side.



- 8. Complete the form** by clicking Save & Submit. *Make sure the form is completed and submitted prior to the due date.*

Back

Save Progress

Save & Submit

Back – takes you back to the Incomplete Tasks screen.

Save Progress – saves the document so you can return to it later, does not send a copy to your supervisor.

Save & Submit – submits the document to your supervisor. This removes the document from your incomplete tasks list, but you can see a copy of the form by clicking on My Folder on the left and selecting History.

Element Descriptions

To review the descriptions of each element:

- Click on the Forms slide-out tab on the right side of the screen.



- Then, click on Rubric at the top.

Rubric

