Sample District Educator Evaluation Work Plan*

* This is one possible process and potential timeline being provided as a support tool. Districts have flexibility to create their own process and evaluation timeline that meet the law.

☐ **Now:** Meet with your 1338 Council, School Board and/or other committees (such as your District Accountability Committee) to determine whether your district will use the Colorado State Model Evaluation System or develop/use your own.

☐ **Now:** If you are using the Colorado State Model Evaluation System, look at the train-the-trainer schedule (available on the CDE Educator Effectiveness website at www.cde.state.co.us/EducatorEffectiveness/SMES-Trainings.asp) and get in touch with your BOCES contact to attend. Notify any of your evaluators and teacher leaders that you would like to attend.

☐ **Now through June 2013:** Work with 1338 Council, School Board and other committees to develop evaluation system guidance and decisions such as:

  o Review the CDE Assurances & Checklist (available on the CDE Educator Effectiveness website in December 2012) and make decisions on each item (even if you are using the state model). Start with the readiness questions on the back.
  o Determine your measures for student growth (based on guidelines available on the CDE Educator Effectiveness website in December 2012) and investigate the measures available for content and grade levels in the CDE Resource Bank. Consider collaborating with other districts in your region/BOCES to share ideas and measures.
  o Consider what data management system you might use to organize and manage the evaluation process for your district. Many vendors are available; the pilot districts are using a free service provided by BloomBoard.
  o Determine your district's evaluators, evaluation cycle and dates associated with it.
  o Begin regularly communicating with your principals and teachers regarding the changes in evaluation. To support districts in this effort, CDE has created a communications toolkit (available on the CDE Educator Effectiveness website at www.cde.state.co.us/EducatorEffectiveness/CommunicationToolkits.asp).

☐ **Now-May 2013:** Start engaging your district's principals and teachers in the evaluation instruments and use of them. Start training sessions if possible, so they have time to become familiar with the instruments and system prior to next year. Note: The evaluation systems for "Other Licensed Personnel" (OLP) will not begin until the 2014-15 school year. More information on evaluations for OLPs can be found on the CDE Educator Effectiveness website.

☐ **July 2013:** Submit your Assurance document to CDE (stating whether you are using the Colorado State Model Evaluation System or your own). Instructions will be on the CDE Educator Effectiveness website in December 2012.

☐ **July or August 2013**: Clearly communicate to all teachers and principals (including SPED, librarians, early childhood teachers) the tools and processes that will be used in their evaluations as well as the intent to provide more meaningful feedback and have educators achieve even more success with students.

☐ **August/Sept 2013**: If using the Colorado State Model Evaluation System: Provide training (based on the train-the-trainer information mentioned above) to all evaluators and teachers on the tools and processes for evaluation. If you are not using the state model, you should still provide training to your staff in the model that you intend to use.

☐ **September/Oct 2013**: If using the Colorado State Model Evaluation System: Principals, assistant principals, teachers (including SPED, librarians, early childhood) conduct self-assessments and build goals and performance plans based on those

and their evaluator's ideas. Begin gathering evidence (such as observations, artifacts and discussions) toward the mid-year review.

☐ **January 2014:** If using the Colorado State Model Evaluation System: Principals, assistant principals, teachers (including SPED, librarians, early childhood) receive a mid-year review. Use the feedback from the mid-year review to inform changes/improvements to instructional practice, etc. Continue gathering evidence (such as observations, artifacts, discussions) toward the end-of-year review and final rating.

☐ **May 2014:** If using the Colorado State Model Evaluation System: Principals, assistant principals, teachers (including SPED, librarians, early childhood) have a meeting with their evaluator to receive a written evaluation t based on the full year of evidence collected (using tools such as the rubric and student growth assessments – TCAP results will be missing). Provide written report and preliminary ratings for all educators two weeks prior to the last day of school.

☐ **September 2014:** Finalize ratings, using data from state assessments if applicable, for the previous school year. Provide final ratings to educators. Note: for the 2015-16 school year you will need to have an appeal process in place for teachers to be able to appeal their second consecutive partially effective or ineffective rating.

☐ **December 2014:** Using the December HR collection, district offices report to CDE the ratings for each educator by final rating and also ratings for by each Quality Standard.

Top District Evaluation Readiness Questions (aligned with the Assurances document that will be available in December 2012)

1. Does your evaluation system evaluate ALL educators in your building EACH year? For example:
   a. Principal
   b. Assistant principals
   c. Teachers
   d. All other licensed personnel (not necessary until 2014-15) (includes: counselors, psychologists, social workers, physical therapists, audiologists, speech language pathologists, occupational therapists, teachers on special assignment, orientation and mobility specialists, nurses)

2. What professional practice or quality standards are you using to evaluate educators?
   a. Do they meet or exceed the new statewide Quality Standards for principals and teachers in the S.B. 10-191 Rules (available on the CDE Educator Effectiveness website)? If you are using the Colorado State Model Evaluation System, then the answer is yes.

3. What instruments are you using to measure educators on the Quality Standards you are using? How have those instruments been validated? If you are using the Colorado State Model Evaluation System, then the rubric is the instrument, and it has been validated.

4. Does your evaluation process use multiple student growth measures as a part of the evidence to evaluate educators (teachers and principals in this case)? Do measures of student growth comprise 50% of the evaluation?

5. What types of student growth measures do you have for all your licensed staff (all "other licensed personnel" not necessary until 2014-15)?

6. How do you aggregate 50% of the evidence on professional practice (rubrics, observations, etc.) with the 50% student growth to get one final rating that aligns with S.B. 10-191 Rules?

7. What processes are in place for selecting evaluators, having enough evaluators, conducting observations and training evaluators (through a state approved workshop if they are not licensed principals)?

a. For principals

b. For teachers

c. For other licensed personnel (not necessary until 2014-15, this includes: counselors, psychologists, social workers, physical therapists, audiologists, speech language pathologists, occupational therapists, teachers on special assignment, orientation and mobility specialists, nurses)

8. What data collection procedures and systems do you have in place to be able to collect data for personnel in the four rating categories outlined in S.B. 10-191 Rules and report back to CDE?

9. How do you provide support and professional development to educators once you have identified areas of improvement?

10. Do any of your local district policies (such as HR policies) need to change as a result of the new requirements of the law?

11. How can you build capacity in your school buildings to give your principals more time to conduct observations/evaluations?

12. Do your evaluators need training on providing meaningful feedback intended to help educators' professional growth?

Where can I learn more?

- To access the CDE Educator Effectiveness website: www.cde.state.co.us/EducatorEffectiveness/index.asp
- To view more information on the Colorado State Model Evaluation System:
  www.cde.state.co.us/EducatorEffectiveness/StateModelEvaluationSystem.asp
- To learn about the Colorado Content Collaboratives including the assessment Resource Bank:
  www.cde.state.co.us/contentcollaboratives/