# 2020-2021 Staff Interchange – Staff Profile

**Purpose:** The purpose of the Staff Interchange – Staff Profile file is to capture and verify the attributes of staff employed at the district for the currently selected school year. This data is collected for the Human Resources snapshot (employees as of December 1st); Special Education December Count snapshot (employees as of December 1st) and Teacher Student Data Link snapshot (all teachers throughout the school year).

**Dependencies:** Each staff has been assigned an Educator Identifier (EDID) and updated through the Educator Identification System (EDIS).

**Record Expectation:** In the Staff Interchange-Staff file, the LEA should submit 1 record per staff per LEA for staff employed as of December 1st of the selected school year (for the purpose of the December 1st count snapshots) AND all educators of record/contributing professionals (definitions below) employed during the school year (for the purpose of the Teacher Student Data Link snapshot). *The Educator of Record is an individual assigned primary responsibility for a student's learning in a subject/course with aligned performance measures; a Contributing Professional is an individual assigned responsibility to provide additional services that support and increase a student's learning in a subject/course with corresponding aligned performance measures.*

**Use Summary: (Fields from this file are used in the following CDE Collections which require LEA/AU effort):**
Human Resources, Special Education December Count, Teacher Student Data Link

| Name of Field | Field Length | Text Start Position | Text End Position | CSV order | Excel Column | Examples | Remarks |
|---|---|---|---|---|---|---|---|
| | | | **Staff Profile** | | | | |
| | | | ***Indicates required (no field can be blank)** | | | | |
| Admin Unit/SOP Code* | 5 | 1 | 5 | 1 | A2 | 11111 | |
| School District/BOCES Code* | 4 | 6 | 9 | 2 | B2 | 1111 | |
| Social Security Number* | 9 | 10 | 18 | 3 | C2 | 123456789 | *SSN is used to link with the licensure data.* |
| EDID* | 8 | 19 | 26 | 4 | D2 | 12345678 | *Must match in EDIS* |
| Staff's First Name* | 30 | 27 | 56 | 5 | E2 | valid name | *First name must match in EDIS* |
| Staff's Last Name* | 30 | 57 | 86 | 6 | F2 | valid name | *Last Name must match in EDIS* |

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| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Staff's Gender* | 2 | 87 | 88 | 7 | G2 | 01 | Remains 01-Female or 02-Male<br>*Gender must match in EDIS* |
| Staff's Date of Birth* | 8 | 89 | 96 | 8 | H2 | 01011980 | MMDDYYYY Format<br>*DOB must match in EDIS* |
| Staff's Ethnicity: Hispanic or Latino* | 1 | 97 | 97 | 9 | I2 | 1 | |
| Staff's Race:  American Indian or Alaska Native* | 1 | 98 | 98 | 10 | J2 | 1 | |
| Staff's Race:  Asian* | 1 | 99 | 99 | 11 | K2 | 1 | |
| Staff's Race:  Black or African American* | 1 | 100 | 100 | 12 | L2 | 1 | |
| Staff's Race:  White* | 1 | 101 | 101 | 13 | M2 | 1 | |
| Staff's Race:  Native Hawaiian or Other Pacific Islander* | 1 | 102 | 102 | 14 | N2 | 1 | |
| Staff's District of Residence* | 4 | 103 | 106 | 15 | O2 | 1111 | Can be zero-filled for contracted staff |
| Beginning (start) Date at School District* | 8 | 107 | 114 | 16 | P2 | 08012000 | MMDDYYYY Format |
| Years of Prior Pre/K-12 Teaching Experience | 2 | 115 | 116 | 17 | Q2 | 5 | Required for Job class Codes between 201-206 |
| Years of Prior Pre/K-12 Education Experience | 2 | 117 | 118 | 18 | R2 | 0 | Required for Job class Codes between 100-299 |
| Years Principal at Any School* | 2 | 119 | 120 | 19 | S2 | 0 | Required for Principals and Supt Serving as Principal |
| Teacher Probationary Status* | 2 | 121 | 122 | 20 | T2 | 01 | Required for Job class Codes between 100-299 |
| Highest Level of Education Completed* | 2 | 123 | 124 | 21 | U2 | 15 | Can be zero-filled for contracted staff |
| Institution Code of Degree* | 4 | 125 | 128 | 22 | V2 | 0000 | Can be zero-filled for contracted staff |
| State Code of Degree* | 2 | 129 | 130 | 23 | W2 | 00 | Can be zero-filled for contracted staff |
| Subject Area of Degree 1* | 4 | 131 | 134 | 24 | X2 | 0000 | Can be zero-filled for contracted staff |

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| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Subject Area of Degree 2* | 4 | 135 | 138 | 25 | Y2 | 0000 | Can be zero-filled for contracted staff |
| Subject Area of Degree 3* | 4 | 139 | 142 | 26 | Z2 | 0000 | Can be zero-filled for contracted staff |
| Passed Paraprofessional Test* | 1 | 143 | 143 | 27 | AA2 | 0 | Can be zero-filled for contracted staff |
| Teacher Overall Performance Evaluation Rating* | 2 | 144 | 145 | 28 | AB2 | 02 | Required for all teachers, librarians, and interventionists (job class codes 201-206, 216, 222 and 223). |
| Teacher Quality Standard 1: Content Expertise* | 2 | 146 | 147 | 29 | AC2 | 02 | Required for all teachers, librarians, and interventionists (job class codes 201-206, 216, 222 and 223). |
| Teacher Quality Standard 2: Learning Environment* | 2 | 148 | 149 | 30 | AD2 | 02 | Required for all teachers, librarians, and interventionists (job class codes 201-206, 216, 222 and 223). |
| Teacher Quality Standard 3: Facilitate Learning* | 2 | 150 | 151 | 31 | AE2 | 02 | Required for all teachers, librarians, and interventionists (job class codes 201-206, 216, 222 and 223). |
| Teacher Quality Standard 4: Professionalism* | 2 | 152 | 153 | 32 | AF2 | 02 | Required for all teachers, librarians, and interventionists (job class codes 201-206, 216, 222 and 223). |
| Teacher Measures of Student Learning* | 2 | 154 | 155 | 33 | AG2 | 02 | Required for all teachers, librarians, and interventionists (job class codes 201-206, 216, 222 and 223). |
| Special Services Provider (SSP) Overall Performance Evaluation Rating* | 2 | 156 | 157 | 34 | AH2 | 02 | Required for all Special Services Provider (SSPs); job class codes (211, 231, 233, 234, 235, 236, 237, 238, and 242). |
| Special Services Provider (SSP) Quality Standard 1: Professional Expertise* | 2 | 158 | 159 | 35 | AI2 | 02 | Required for all Special Services Provider (SSPs); job class codes (211, 231, 233, 234, 235, 236, 237, 238, and 242). |
| Special Services Provider (SSP)  Quality Standard 2: Learning Environment* | 2 | 160 | 161 | 36 | AJ2 | 02 | Required for all Special Services Provider (SSPs); job class codes (211, 231, 233, 234, 235, 236, 237, 238, and 242). |
| Special Services Provider (SSP)  Quality Standard 3: High Quality Service Delivery* | 2 | 162 | 163 | 37 | AK2 | 02 | Required for all Special Services Provider (SSPs); job class codes (211, 231, 233, 234, |

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| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | | 235, 236, 237, 238, and 242). |
| Special Services Provider (SSP)  Quality Standard 4: Professionalism* | 2 | 164 | 165 | 38 | AL2 | 02 | Required for all Special Services Provider (SSPs); job class codes (211, 231, 233, 234, 235, 236, 237, 238, and 242). |
| Special Services Provider (SSP)  Measures of Student Learning* | 2 | 166 | 167 | 39 | AM2 | 02 | Required for all Special Services Provider (SSPs); job class codes (211, 231, 233, 234, 235, 236, 237, 238, and 242). |
| Principal Overall Performance Evaluation Rating* | 2 | 168 | 169 | 40 | AN2 | 02 | Required for all principals and asst. principals, job class codes 105 & 106 |
| Principal Quality Standard 1: Strategy* | 2 | 170 | 171 | 41 | AO2 | 02 | Required for all principals and asst. principals, job class codes 105 & 106 |
| Principal Quality Standard 2: Culture* | 2 | 172 | 173 | 42 | AP2 | 02 | Required for all principals and asst. principals, job class codes 105 & 106 |
| Principal Quality Standard 3: Instruction* | 2 | 174 | 175 | 43 | AQ2 | 02 | Required for all principals and asst. principals, job class codes 105 & 106 |
| Principal Quality Standard 4: Professionalism* | 2 | 176 | 177 | 44 | AR2 | 02 | Required for all principals and asst. principals, job class codes 105, 106 |
| Principal Measures of Student Learning* | 2 | 178 | 179 | 45 | AS2 | 02 | Required for all principals and asst. principals, job class codes 105, 106 |

**Staff File Data Elements and Definitions**

**Admin Unit/SOP Code -** A unique five-digit number assigned to an Administrative Unit or State Operated Program by CDE. Refer to Administrative Unit/State Operated Program Codes at http://www.cde.state.co.us/datapipeline/2015-16_au_and_district_codes.

**School District/BOCES Code -** A unique code assigned by CDE.  Refer to School District/BOCES Code table at http://www.cde.state.co.us/datapipeline/org_orgcodes.

**Social Security Number –** The Federally assigned Social Security Number for the employee.

**EDID –** An eight (8) digit numeric field containing the 8 digit value assigned by CDE for the Educator.

**Staff's First Name –** A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

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**Staff's Last Name –** The name borne in common by member of a family.

**Staff's Gender –** An individual's sex.

| 01 | Female |
|----|--------|
| 02 | Male |

**Staff's Date of Birth –** The month, day, and year on which an individual was born.  *Formatted as MMDDYYYY*

**Staff's Ethnicity: Hispanic or Latino -** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin", can be used in addition to "Hispanic or Latino".

| 0 | No – Not Hispanic or Latino |
|---|-----------------------------|
| 1 | Yes – Hispanic or Latino |

**Staff's Race:  American Indian or Alaska Native -** A person having origins in any of the original peoples of North or South America (including Central America), and who maintains a tribal affiliation or community recognition.

| 0 | **No—**Not American Indian or Alaska Native |
|---|---------------------------------------------|
| 1 | **Yes—**American Indian or Alaska Native |

**Staff's Race:  Asian -** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

| 0 | **No—**Not Asian |
|---|------------------|
| 1 | **Yes—**Asian |

**Staff's Race:  Black or African American -** A person having origins in any of the Black racial groups of Africa.

| 0 | **No—**Not Black |
|---|------------------|
| 1 | **Yes—**Black |

**Staff's Race:  White -** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

| 0 | **No**—Not White |
|---|---|
| 1 | **Yes**—White |

**Staff's Race:  Native Hawaiian or Other Pacific Islander -** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

| 0 | **No**— Not Native Hawaiian or Other Pacific Islander |
|---|---|
| 1 | **Yes**— Native Hawaiian or Other Pacific Islander |

**Staff's District of Residence -** A unique code assigned by CDE designating the school district in which the employee resides.  Refer to School District/BOCES Code table at http://www.cde.state.co.us/DataPipeline/org_dist-BOCES.asp
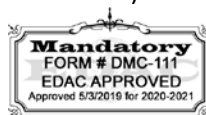
**Beginning (start) Date at School District –** The month, day, and year the individual was employed by the district or Administrative Unit.  (Note: If the individual was rehired, the most current hire date would be reported.)

**Years of Prior Pre/K-12 Teaching Experience -** The total number of years that an individual has previously held a teaching position in and outside of Colorado.

**Years of Prior Pre/K-12 Education Experience -** The total number of years that an individual has previously held an educational position in Colorado and outside of Colorado for which licensure/certification is necessary. This includes positions such as teacher, administrator, counselor, media consultant/librarian, nurse, psychologist, social worker, etc. Do not include the current year in the number provided.

**Years Principal at any school -** The total number of years that an individual has previously held a principal position at any school in any district. Do not include assistant principal experience. Do not include the current year in the number provided.

**Teacher Probationary Status -** The probationary status of the teacher as defined in district/BOCES policy. The local policy should be compliant with Senate Bill 10-191. (Note: Required for All Teachers; job class codes between 201 and 206).  This field can be zero-filled for contracted staff.

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| 00 | **N/A -** to use for staff that are not teachers (Job class codes not equal to 201-206) |
|----|----|
| 01 | **Probationary** – to use for teachers that have not yet earned non probationary status as outlined in the Teacher Employment, Compensations, and Dismissal Act of 1990 (TECDA) and SB 191. |
| 02 | **Non-Probationary** – to use for teachers that have earned non-probationary status as outlined in TECDA and SB 191. |
| 03 | **Other** - per local policy, a teacher that does not have a pathway to earn non-probationary status (e.g., a charter school employee, a BOCES teacher that does not have funding guaranteed for more than one year). |

**Highest Level of Education Completed -** The extent of formal instruction an individual has received (e.g., the highest grade in school or its equivalent or the highest degree received). (Note: Only required for administrative, instructional and paraprofessionals; Job Classification Codes between 100-199, 200-299 or 415-419.) This field can be zero-filled for contracted staff.

| 00 | **N/A** |
|----|----|
| 09 | **No high school diploma** |
| 10 | **High school graduate--high school diploma or equivalent** |
| 11 | **Post graduate (Grade 13)** |
| 12 | **Formal award, certificate or diploma (less than one year)** |
| 13 | **Formal award, certificate or diploma (more than or equal to one year)** |
| 14 | **Some college but no degree** |
| 15 | **Associate's degree or two or more years (48 semester hours or more of college with no degree)** |
| 16 | **Bachelor's (Baccalaureate) degree (e.g., B.A., A.B., B.S.)** |
| 17 | **First-professional degree (e.g., D.C. or D.C.M., D.D.S. or D.M.D.,M.D., O.D., D.O., D.Phar., Pod.D. or D.P.M., D.V.M., L.L.B.or J.D., M.Div., M.H.L., B.D., or Ordination)** |
| 18 | **Master's degree (e.g., M.A., M.S., M.Eng, M.Ed, M.S.W., M.B.A., M.L.S.)** |
| 19 | **Specialist's degree (e.g., Ed.S)** |
| 20 | **Doctoral (Doctors) degree (e.g., Ph.D., Ed.D)** |

**Institution Code of Degree –** A unique code assigned by CDE to Colorado institutions of higher education where the highest degree was received by the employee. Please refer to the Institution Code List at: http://www.cde.state.co.us/datapipeline/org_orgcodes.

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**State Code of Degree –** The state in which the employee received their highest level of education (bachelors, masters or doctorate) outside of Colorado. If the employee received their highest level of education (bachelors, masters or doctorate) within Colorado, please report 00 for Not Applicable in this field and report the Colorado Institution Code instead.  Please refer to the list of state codes at: https://www.cde.state.co.us/datapipeline/statecodes. Use code 'XX' if institution was outside of the United States.

**Subject Area of Degree 1 -** A broad description of degree(s) a middle, junior or high school teacher has received (bachelors, masters or doctorate).  For teachers without a bachelor's degree or higher, the code '2100' would be reported for 'No Degree'.

| | | | | |
|---|---|---|---|---|
| 0000 | N/A | | 1100 | Mathematics |
| 0100 | Agriculture | | 1200 | Music |
| 0200 | Art | | 1300 | Natural Science |
| 0300 | Business | | 1400 | Office Occupations |
| 0400 | Distributive/Marketing Education | | 1500 | Social Sciences |
| 0450 | Elementary Education | | 1600 | Technical Education/Computer Technology |
| 0500 | English Language Arts | | 1700 | Special Education |
| 0600 | Foreign Languages | | 1800 | Co-curricular Activities I - Athletic/Sport |
| 0700 | Health Occupations Education | | 1900 | Co-curricular Activities- Non-athletic |
| 0800 | Physical Curriculum | | 2000 | Other Degree |
| 0900 | Family and Consumer Education | | 2100 | No Degree |
| 1000 | Industrial Arts/Technology Education | | | |

**Subject Area of Degree 2 -** A broad description of degree(s) a middle, junior or high school teacher has received (bachelors, masters or doctorate).

**Subject Area of Degree 3 -** A broad description of degree(s) a middle, junior or high school teacher has received (bachelors, masters or doctorate).

**Passed Paraprofessional Test -** The paraprofessional demonstrated knowledge of reading, writing and mathematics, as well as the ability to assist in reading, writing, and mathematics through a locally or a nationally developed academic assessment.   This field can be zero-filled for contracted staff.

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| 0 | **No—** Paraprofessional test was either taken and not passed, or was not taken |
|---|---|
| 1 | **Yes—** Paraprofessional test was taken and passed |

**Teacher Overall Performance Evaluation Rating -** The final evaluation rating provided in the teacher's written evaluation report from the prior academic school year (2019-2020).  This is required for job class codes 201, 202, 206 (Teachers), 216 (Librarian) and 222, 223 (Interventionists).  This can be zero-filled for contracted staff or teachers who do not teach grades K-12 (preschool only).

| 00 | **N/A** – to use for staff who are not teachers, including contracted employees and preschool only teachers. |
|---|---|
| 01 | **Highly Effective**, or the equivalent, where applicable (e.g., if the district assigns a rating of "highly satisfactory" or "exemplary") |
| 02 | **Effective**, or the equivalent, if the district uses a different term (e.g., "satisfactory" or "proficient") |
| 03 | **Partially Effective**, or the equivalent, where applicable (e.g., "progressing", "approaching satisfactory") |
| 04 | **Ineffective**, or the equivalent, if the district uses a different term (e.g. "unsatisfactory") |
| 05 | **Not Yet Evaluated** – to use with newly hired teachers who have not yet been formally evaluated |
| 06 | **Evaluation of teacher was not conducted in prior year** – for a reason other than that the teacher is new.  (This code should be used for educators that should have received a rating but could not for a reason such as going on medical leave. Note that usage of this code should be very limited and over-use will cause an error.) |
| 07 | **No Score** – an evaluation was previously conducted, but during the course of a review, grievance, or appeal process (e.g., in the case of an ineffective rating), the district determined that an educator's rating was not accurate. Additionally, there is not sufficient data to assign the original rating or to change the rating.  Thus, the teacher receives a "No Score". |

**Teacher Quality Standard 1: Content Expertise –** The final rating on teacher quality standard 1 from the prior school year (2019-2020).  This is required for job class codes 201, 202, 206 (Teachers), 216 (Librarian) and 222, 223 (Interventionists).  This can be zero-filled for contracted staff or teachers who do not teach grades K-12 (preschool only).

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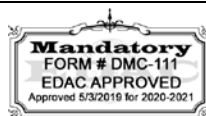# 2020-2021 Staff Interchange – Staff Profile

| 00 | **N/A** - Use for staff who are not teachers OR if a code 05, 06, or 07 score was assigned for the overall rating. |
|----|---|
| 01 | **Exemplary**, or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating) |
| 02 | **Accomplished**, or the equivalent, where applicable (e.g., advanced) |
| 03 | **Proficient**, or the equivalent, where applicable (e.g., effective) |
| 04 | **Partially Proficient**, or the equivalent, where applicable (e.g., partially effective, developing) |
| 05 | **Basic**, or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating) |

**Teacher Quality Standard 2: Learning Environment –** The final rating on teacher quality standard 2 from the prior school year (2019-2020). This is required for job class codes 201, 202, 206 (Teachers), 216 (Librarian) and 222, 223 (Interventionists). This can be zero-filled for contracted staff or teachers who do not teach grades K-12 (preschool only).

| 00 | **N/A** - Use for staff who are not teachers OR if a code 05, 06, or 07 score was assigned for the overall rating. |
|----|---|
| 01 | **Exemplary**, or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating) |
| 02 | **Accomplished**, or the equivalent, where applicable (e.g., advanced) |
| 03 | **Proficient**, or the equivalent, where applicable (e.g., effective) |
| 04 | **Partially Proficient**, or the equivalent, where applicable (e.g., partially effective, developing) |
| 05 | **Basic**, or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating) |

**Teacher Quality Standard 3: Facilitate Learning –** The final rating on teacher quality standard 3 from the prior school year (2019-2020). This is required for job class codes 201, 202, 206 (Teachers), 216 (Librarian) and 222, 223 (Interventionists). This can be zero-filled for contracted staff or teachers who do not teach grades K-12 (preschool only).

| 00 | **N/A** - Use for staff who are not teachers OR if a code 05, 06, or 07 score was assigned for the overall rating. |
|----|---|
| 01 | **Exemplary**, or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating) |

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| | |
|---|---|
| 02 | **Accomplished**, or the equivalent, where applicable (e.g., advanced) |
| 03 | **Proficient**, or the equivalent, where applicable (e.g., effective) |
| 04 | **Partially Proficient**, or the equivalent, where applicable (e.g., partially effective, developing) |
| 05 | **Basic**, or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating) |

**Teacher Quality Standard 4: Professionalism –** The final rating on teacher quality standard 4 from the prior school year (2019-2020). This is required for job class codes 201, 202, 206 (Teachers), 216 (Librarian) and 222, 223 (Interventionists). This can be zero-filled for contracted staff or teachers who do not teach grades K-12 (preschool only).

| | |
|---|---|
| 00 | **N/A** - Use for staff who are not teachers OR if a code 05, 06, or 07 score was assigned for the overall rating. |
| 01 | **Exemplary**, or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating) |
| 02 | **Accomplished**, or the equivalent, where applicable (e.g., advanced) |
| 03 | **Proficient**, or the equivalent, where applicable (e.g., effective) |
| 04 | **Partially Proficient**, or the equivalent, where applicable (e.g., partially effective, developing) |
| 05 | **Basic**, or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating) |

**Teacher Measures of Student Learning –** The final rating on student learning outcomes from the prior school year (2019-2020). This is required for job class codes 201, 202, 206 (Teachers), 216 (Librarian) and 222, 223 (Interventionists). This can be zero-filled for contracted staff or teachers who do not teach grades K-12 (preschool only).

| | |
|---|---|
| 00 | **N/A** - Use for staff who are not teachers OR if a code 05, 06, or 07 score was assigned for the overall rating. |
| 01 | **More than Expected** |
| 02 | **Expected** |
| 03 | **Less than Expected** |

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| 04 | Much Less than Expected |
|---|---|

**Special Services Provider (SSP) Overall Performance Evaluation Rating -** The final evaluation rating provided in the SSP's written evaluation report from the prior academic school year (2019-2020).  This is required for all Special Services Providers (SSPs); job class codes (211, 231, 233, 234, 235, 236, 237, 238, and 242).  This can be zero-filled for contracted staff.

| 00 | **N/A** – to use for staff who are not SSPs (Job class codes not equal to 211, 231, 233, 234, 235, 236, 237, 238, or 242) including contracted employees. |
|---|---|
| 01 | **Highly Effective**, or the equivalent, where applicable (e.g., if the district assigns a rating of "highly satisfactory" or "exemplary") |
| 02 | **Effective**, or the equivalent, if the district uses a different term (e.g., "satisfactory" or "proficient") |
| 03 | **Partially Effective**, or the equivalent, where applicable (e.g., "progressing", "approaching satisfactory") |
| 04 | **Ineffective**, or the equivalent, if the district uses a different term (e.g. "unsatisfactory") |
| 05 | **Not Yet Evaluated** – to use with new hired SSPs who have not yet been formally evaluated |
| 06 | **Evaluation of SSP was not conducted in prior year** – for a reason other than that the SSP is new.  (This code should be used for educators that should have received a rating but could not for a reason such as going on medical leave. Note that usage of this code should be very limited and over-use will cause an error.) |
| 07 | **No Score** – an evaluation was previously conducted, but during the course of a review, grievance, or appeal process (e.g., in the case of an ineffective rating), the district determined that an educator's rating was not accurate. Additionally, there is not sufficient data to assign the original rating or to change the rating.  Thus, the SSP receives a "No Score". |

**Special Services Provider (SSP) Quality Standard 1: Professional Expertise –** The final rating on SSP quality standard 1 from the prior school year (2019-2020).  This is required for all Special Services Providers (SSPs); job class codes (211, 231, 233, 234, 235, 236, 237, 238, and 242).  This can be zero-filled for contracted staff.

| 00 | **N/A** - Use for staff who are not SSPs (Job class codes not equal to 211, 231, 233, 234, 235, 236, 237, 238, or 242) OR if a code 05, 06, or 07 score was assigned for the overall rating. |
|---|---|
| 01 | **Exemplary**, or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating) |
| 02 | **Accomplished**, or the equivalent, where applicable (e.g., advanced) |

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| 03 | **Proficient**, or the equivalent, where applicable (e.g., effective) |
|---|---|
| 04 | **Partially Proficient**, or the equivalent, where applicable (e.g., partially effective, developing) |
| 05 | **Basic**, or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating) |

**Special Services Provider (SSP) Quality Standard 2: Learning Environment –** The final rating on SSP quality standard 2 from the prior school year (2019-2020). This is required for all Special Services Providers (SSPs); job class codes (211, 231, 233, 234, 235, 236, 237, 238, and 242). This can be zero-filled for contracted staff.

| 00 | **N/A** - Use for staff who are not SSPs (Job class codes not equal to 211, 231, 233, 234, 235, 236, 237, 238, or 242) OR if a code 05, 06, or 07 score was assigned for the overall rating. |
|---|---|
| 01 | **Exemplary**, or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating) |
| 02 | **Accomplished**, or the equivalent, where applicable (e.g., advanced) |
| 03 | **Proficient**, or the equivalent, where applicable (e.g., effective) |
| 04 | **Partially Proficient**, or the equivalent, where applicable (e.g., partially effective, developing) |
| 05 | **Basic**, or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating) |

**Special Services Provider (SSP) Quality Standard 3: High Quality Service Delivery –** The final rating on SSP quality standard 3 from the prior school year (2019-2020). This is required for all Special Services Providers (SSPs); job class codes (211, 231, 233, 234, 235, 236, 237, 238, and 242). This can be zero-filled for contracted staff.

| 00 | **N/A** - Use for staff who are not SSPs (Job class codes not equal to 201, 202, 206, 211, 216, 222, 223, 231, 233, 234, 235, 236, 237, 238, or 242) OR if a code 05, 06, or 07 score was assigned for the overall rating. |
|---|---|
| 01 | **Exemplary**, or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating) |
| 02 | **Accomplished**, or the equivalent, where applicable (e.g., advanced) |
| 03 | **Proficient**, or the equivalent, where applicable (e.g., effective) |
| 04 | **Partially Proficient**, or the equivalent, where applicable (e.g., partially effective, developing) |

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| 05 | **Basic**, or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating) |
|---|---|

**Special Services Provider (SSP) Quality Standard 4: Professionalism –** The final rating on SSP quality standard 4 from the prior school year (2019-2020). This is required for all Special Services Providers (SSPs); job class codes (211, 231, 233, 234, 235, 236, 237, 238, and 242).  This can be zero-filled for contracted staff.

| 00 | **N/A** - Use for staff who are not SSPs (Job class codes not equal to 211, 231, 233, 234, 235, 236, 237, 238, or 242) OR if a code 05, 06, or 07 score was assigned for the overall rating. |
|---|---|
| 01 | **Exemplary**, or the equivalent, where applicable ((e.g., distinguished, highly effective, the highest rating) |
| 02 | **Accomplished**, or the equivalent, where applicable (e.g., advanced) |
| 03 | **Proficient**, or the equivalent, where applicable (e.g., effective) |
| 04 | **Partially Proficient**, or the equivalent, where applicable (e.g., partially effective, developing) |
| 05 | **Basic**, or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating) |

**Special Services Provider (SSP) Measures of Student Learning –** The final rating on student outcomes from the prior school year (2019-2020). This is required for all Special Services Providers (SSPs); job class codes (211, 231, 233, 234, 235, 236, 237, 238, and 242).  This can be zero-filled for contracted staff.

| 00 | **N/A** - Use for staff who are not SSPs (Job class codes not equal to 211, 231, 233, 234, 235, 236, 237, 238, or 242) OR if a code 05, 06, or 07 score was assigned for the overall rating. |
|---|---|
| 01 | **More than Expected** |
| 02 | **Expected** |
| 03 | **Less than Expected** |
| 04 | **Much Less than Expected** |

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**Principal Overall Performance Evaluation Rating -** The final evaluation rating provided in the principal's written evaluation report from the prior academic school year (2019-2020).  This is required for all principals and assistant principals, job class codes 105 and 106.

| 00 | **N/A** – to use for staff who are not principals or assistant principals (job class codes not equal to 105 or 106). |
|----|------|
| 01 | **Highly Effective**, or the equivalent, where applicable (e.g., if the district assigns a rating of "highly satisfactory" or "exemplary") |
| 02 | **Effective**, or the equivalent, if the district uses a different term (e.g., "satisfactory" or "proficient") |
| 03 | **Partially Effective**, or the equivalent, where applicable (e.g., "progressing", "approaching satisfactory") |
| 04 | **Ineffective**, or the equivalent, if the district uses a different term (e.g. "unsatisfactory") |
| 05 | **Not Yet Evaluated** – to use with newly hired principal/assistant principal that have not yet been formally evaluated |
| 06 | **Evaluation of principal/assistant principal was not conducted in prior year** – for a reason other than that the principal is new.  (This code should be used for educators that should have received a rating but could not for a reason such as going on medical leave. Note that usage of this code should be very limited and over-use will cause an error.) |

**Principal Quality Standard 1: Strategy –** The final rating on principal quality standard 1 for the prior school year (2019-2020).  This is required for all principals and assistant principals, job class codes 105 and 106.

| 00 | **N/A** - Use for staff who are not principals or assistant principals (job class codes not equal to 105 or 106) OR if a code 05 or 06 score was assigned for the overall rating. |
|----|------|
| 01 | **Exemplary**, or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating) |
| 02 | **Accomplished**, or the equivalent, where applicable (e.g., advanced) |
| 03 | **Proficient**, or the equivalent, where applicable (e.g., effective) |
| 04 | **Partially Proficient**, or the equivalent, where applicable (e.g., partially effective, developing) |
| 05 | **Basic**, or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating) |

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**Principal Quality Standard 2: Culture –** The final rating on principal quality standard 2 for the prior school year (2019-2020).  This is required for all principals and assistant principals, job class codes 105 and 106.

| 00 | **N/A** - Use for staff who are not principals or assistant principals (job class codes not equal to 105 or 106) OR if a code 05 or 06 score was assigned for the overall rating. |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------|
| 01 | **Exemplary**, or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating) |
| 02 | **Accomplished**, or the equivalent, where applicable (e.g., advanced) |
| 03 | **Proficient**, or the equivalent, where applicable (e.g., effective) |
| 04 | **Partially Proficient**, or the equivalent, where applicable (e.g., partially effective, developing) |
| 05 | **Basic**, or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating) |

**Principal Quality Standard 3: Instruction –** The final rating on principal quality standard 3 for the prior school year (2019-2020).  This is required for all principals and assistant principals, job class codes 105 and 106.

| 00 | **N/A** - Use for staff who are not principals or assistant principals (job class codes not equal to 105 or 106) OR if a code 05 or 06 score was assigned for the overall rating. |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------|
| 01 | **Exemplary**, or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating) |
| 02 | **Accomplished**, or the equivalent, where applicable (e.g., advanced) |
| 03 | **Proficient**, or the equivalent, where applicable (e.g., effective) |
| 04 | **Partially Proficient**, or the equivalent, where applicable (e.g., partially effective, developing) |
| 05 | **Basic**, or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating) |

**Principal Quality Standard 4: Professionalism –** The final rating on principal quality standard 4 for the prior school year (2019-2020).  This is required for all principals and assistant principals, job class codes 105 and 106.

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| 00 | **N/A** - Use for staff who are not principals or assistant principals (job class codes not equal to 105 or 106) OR if a code 05 or 06 score was assigned for the overall rating. |
|---|---|
| 01 | **Exemplary**, or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating) |
| 02 | **Accomplished**, or the equivalent, where applicable (e.g., advanced) |
| 03 | **Proficient**, or the equivalent, where applicable (e.g., effective) |
| 04 | **Partially Proficient**, or the equivalent, where applicable (e.g., partially effective, developing) |
| 05 | **Basic**, or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating) |

**Principal Measures of Student Learning** – The final rating on student learning outcomes from the prior school year (2019-2020). This is required for all principals and assistant principals, job class codes 105 and 106.

| 00 | **N/A** - Use for staff who are not principals or assistant principals (job class codes not equal to 105 or 106) OR if a code 05 or 06 score was assigned for the overall rating. |
|---|---|
| 01 | **More than Expected** |
| 02 | **Expected** |
| 03 | **Less than Expected** |
| 04 | **Much Less than Expected** |

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**Document Changes**

| Date | Description of change | Reason for change | Elements affected | Pages in Document |
|------|----------------------|-------------------|-------------------|-------------------|
| 4-15-2019 | Teacher, SSP and Principal Overall and Quality Standard Ratings | Updated evaluation standards require changes to data collection | Teacher, SSP, and Principal Overall and Quality Standard Ratings | Page 9 - 18 |
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