

# Application for State Approved Unique Educator Evaluation System Training Providers

Application Informational Webinar (Optional, will be recorded):

February 27, 2014 3:30 –4:30 p.m.

Applications Due: Friday, May 1, 2014, 4:00 pm

STATE APPROVED UNIQUE EDUCATOR
EVALUATION SYSTEM TRAINING PROVIDERS

SCHOOL YEAR 2014-2015

#### For program questions contact:

Mary Bivens (bivens m@cde.state.co.us or 303-866-5194)

## State Approved Unique Educator Evaluator System Training Providers APPLICATION

#### **BACKGROUND**

Credible, fair, and professional evaluations of licensed personnel depend on high quality, effective training for evaluators that are consistent across the state. As required by section 22-9-106 (4) (a), C.R.S., all performance evaluations must be conducted by an individual who has completed a training in evaluation skills that has been approved by the Colorado Department of Education (CDE). This request for proposals is for educator evaluation training providers interested in being approved by the department to train evaluators on a **Unique Evaluation System** of their own that meets or exceeds the requirements of quality evaluation systems as articulated in statute and rule. *Please note this application is not for providers wishing to train in the CDE State Model Educator Evaluation System. The application for the CDE State Model Educator Evaluation system is found on the CDE Educator Effectiveness website.* 

The relevant statutory and regulatory sections that guide the approval process and program criteria are highlighted below (Attachment A provides the full references.)

#### Colorado Revised Statute 22-9-106 (4) (a)

...no person shall be responsible for the evaluation of licensed personnel unless the person has a principal or administrator license issued pursuant to article 60.5 of this title or is a designee of a person with a principal or administrator license and has received education and training in evaluation skills approved by the department of education that will enable him or her to make fair, professional, and credible evaluations of the personnel whom he or she is responsible for evaluating. No person shall be issued a principal or administrator license or have a principal or administrator license renewed unless the state board determines such person has received education and training approved by the department of education.

#### State Board of Education Rule: 5.03 (B)

As required by section 22-9-106 (4) (a), C.R.S., all performance evaluations must be conducted by an individual who has completed a training in evaluation skills that has been approved by the Department. Teachers may fill the role of an evaluator if they are a designee of an individual with a Principal or Administrator license and have completed a training on evaluation skills that has been approved by the Department. The Department shall develop a process for approving education and training programs for evaluators that is consistent with the approval process previously developed pursuant to section 22-9-108, C.R.S.

#### **PURPOSE**

Having a system to evaluate the effectiveness of licensed personnel is crucial to improving the quality of education in Colorado. Any person who conducts an evaluation of school licensed personnel must hold an administrator's license or be a designee who has completed a state approved training program.

The purpose of this application is to identify and approve **unique** educator evaluation system training providers to train their own designees who evaluate teachers, principals, or specialized service professionals (SSPs). These providers will also be included on the 2014-2015 Approved Unique Educator Evaluation System Training Provider List maintained on the CDE website. This is not a competitive process in that as many providers can be included on the approved provider list as meet the criteria specified below and as approved by CDE through the application process.

**Please note:** New providers must submit a full application. In future years, previous CDE approved providers will be required to acknowledge their intent to participate as a provider on an annual basis and will have to

resubmit portions that have been changed or added to their training program or evaluation system. However, the Department reserves the right to request materials from the approved provider, conduct site visits on an as-needed or annual basis and to remove providers from the list at its discretion.

#### PROVIDER REQUIREMENTS

Providers seeking to become a **CDE Approved Unique Educator Evaluation System Training Provider** must implement the following requirements for training evaluator designees of teacher, principal, and/or SSPs:

#### • Requirement 1: Effective evaluator practices and methods

This requirement focuses on the concepts, theory, and best practices in supervision and evaluation.

A detailed description or appropriate training materials of the components of the educator evaluation training program, including, but not limited to training in the following areas:

- A. How the district will include orientation to statutory requirements of educator evaluation systems and an overview of the state's/district's academic standards and other relevant state/district requirements
- B. Concepts, theory, and best practices in evaluation including: providing effective feedback for professional growth; strategies for having difficult conversations and working with educators that need improvement; collecting a body of evidence; understanding the difference between bias, interpretation and evidence; and best instructional practices
- C. Inter-rater agreement; including a description of how the provider will ensure inter-rater agreement and calibration of evaluators in their program
- D. Certification/approval of participants, including a description of how the provider will ensure that evaluators completing their program are ready to administer evaluations and how the provider will monitor their certified/approved evaluators over time and provide recertification/approval and regular training updates
- E. Regular review of their program and performance standards to ensure that they continue to reflect research concerning evaluation of licensed personnel

#### • Requirement 2: Unique system technical components

In order to be an approved educator evaluator training provider of a unique evaluation system, the provider must submit an application which includes the following components and detailed description or appropriate materials of the unique evaluation system on which evaluators will be trained, including, but not limited to:

- F. Technical aspects of the evaluation system including: understanding the educator quality standards that form the basis of the provider's unique evaluation system; effectively using and gathering evidence to support the system's evaluation rubric; and using tools, processes, and other provider resources to complete the evaluation
- G. The rubric(s) that evaluators will be trained on to evaluate educator performance
- H. The educator quality standards and elements that form the basis of the system and a crosswalk of those standards and elements to the state's educator quality standards and elements for **each unique rubric** that will be used for **teachers or principals.** (Note: Specialized Service Professional unique rubrics do not need to be crosswalked for **this** application process but will be required for next year's approval process. <u>A list of SSP positions and their standards</u> and elements are located on the CDE website)

- The guidance that evaluators will be trained on to support educators in developing measures
  of student learning or specialized service professional outcomes and how they will incorporate
  those into the final evaluation rating
- J. A description of how the system combines professional practice ratings and measures of student learning or outcomes to arrive at a final effectiveness rating.

You are expected to be evaluating all your Specialized Service Professionals (SSPs) in 2014-15, however, this will be a hold harmless year for SSPs. In order to prepare for 2014-15, please answer the following questions regarding your SSPs evaluations and include them within your submitted application:

- 1. What rubrics are you planning on using for SSPs for the school year 2014-15?
- 2. What is your plan for training SSPs for their hold harmless year in 2014-15?

\*You do not need to crosswalk any unique rubrics for SSPs with the state standards and elements for this year's application process, **but will need to next year**. If you would like to submit a SSP rubric that is crosswalked with this application process, you are welcome to do so for feedback.

In addition to the above noted components, the provider must agree to periodic on-site review of their educator evaluation training and requests for data around program training or implementation.

### RESPONSIBILITIES OF THE APPROVED UNIQUE EDUCATOR EVALUATION SYSTEM TRAINING PROVIDER

In order to be an approved unique educator evaluation system training provider, the provider must:

- Develop and implement a program that certifies/approves evaluators of teachers, principals, or SSPs as
  designees to conduct evaluations according to the principles and practices of the unique educator
  evaluation system and the two required components listed above.
- Develop and train on Requirement 1 which incorporates concepts, theory, and best practices in supervision and evaluation.
- Develop and train on Requirement 2 which incorporates the technical components of the unique educator evaluation system.
- Be approved by CDE to offer evaluator training on a unique educator evaluation system.
- Agree to periodic on-site monitoring of program quality to ensure the provider is successfully leading and completing training sessions as appraised by a CDE team member.
- Abide by and train all participants in accordance with the Colorado Statutory and Regulatory Requirements, <u>State Assurances and the Checklist</u> for Evaluation Systems pursuant to SB 191 (2014-2015 assurances and checklists will be available in February 2014.)
- Submit training schedules, when requested, to CDE in order for CDE Educator Effectiveness team members to conduct a site visit.
- Maintain documentation of trainings and a list of certified/approved evaluators from the program.
- Provide required reporting and program evaluation information to CDE.
- Update CDE with any changes in provider contact information (contact person, address, phone number, e-mail).

Failure to meet these requirements may result in the provider being removed from the approved State Model Evaluation Training provider list.

#### **RESOURCES**

Detailed information regarding Educator Effectiveness in Colorado is available at: <a href="http://www.cde.state.co.us/EducatorEffectiveness/index.asp">http://www.cde.state.co.us/EducatorEffectiveness/index.asp</a>

#### **FUNDING**

Applicants and approved providers are responsible for all costs associated with acquiring CDE approval. Any person or group that chooses to use a CDE approved unique educator evaluation system training provider shall be responsible for the costs associated with participating in the provider's program. If an approved provider chooses to train participants outside their district/BOCES on their approved system, costs shall be determined by the provider and shall be transparent to the individual or group seeking such information.

#### **CDE MONITORING AND EVALUATION**

The Colorado Department of Education monitors quality and effectiveness of the services offered by approved unique system educator evaluator training providers. CDE will use data submitted annually by providers, results from periodic on-site visits, and data from state-level analysis of educator effectiveness metrics to determine which providers will continue to be on the state's list of approved unique system evaluation trainers. A violation of any of the eligibility requirements or provider responsibilities outlined in this application constitutes grounds for removal from the state list. Providers may also be removed from the list if the provider fails to comply with the state's requests for information.

Providers are required to deliver data to CDE on a yearly basis. Upon official approval in May 2014, providers will be given a more detailed list of reporting requirements and timelines. At a minimum, providers will be required to report the following each September:

- General program statistics (e.g., number of trainings, number of evaluators trained and certified/approved, etc.)
- Inter-rater agreement data on their trained evaluators
- Participant feedback on quality of training

CDE may monitor provider trainings (including, but not limited to, conducting training site visits, check-in webinars and monitoring) for:

- Implementation and quality of Requirement 1 and Requirement 2; and
- Quality of presentation skills and training process

#### **REVIEW PROCESS**

The written submission of the application will be reviewed by a group of reviewers who have experience with educator effectiveness and evaluation services in Colorado. Applications will be scored using the attached rubric. In order for a provider to be recommended for inclusion on the approved unique educator evaluation system training provider List, the provider's application must receive at least 25 points out of the 35 points possible and all required elements must be addressed. An application that receives a score of 0 on any required elements within the narrative will not be approved. Applicants that do not meet the qualifications will be notified and may resubmit to meet the criteria.

**Please note:** Applications submitted to the Colorado Department of Education are public record; therefore, CDE will release applications when requested.

#### INFORMATIONAL AND FAQ WEBINAR

On February 27, 2014 from 3:30-4:30 p.m., CDE will host an optional Q and A webinar for potential unique system educator evaluation training providers. It will be recorded and posted on the CDE website if you cannot make the time. All potential providers are invited to participate in the webinar. Registration for the webinar is through Survey Monkey at the following link

https://www.surveymonkey.com/s/Uniqueappwebinar.

Please see timeline below for additional registration information. If you have questions or need technical assistance regarding this application and the procedures for submitting, please contact Mary Bivens at 303.866.5194 or bivens m@cde.state.co.us.

#### REQUIRED APPLICATION TIMELINE AND SUBMISSION LINKS

Date	Activity	Applicant Action	
January 23, 2014	Application Released CDE releases Colorado Approved Unique System Educator Evaluator Training Provider Application	None	
February 27, 2014	Q and A Webinar - Optional	Register for Webinar	
3:30 p.m. to 4:30 p.m.			
Registration deadline: February 24, 2014	Colorado Approved Unique System Educator Evaluator Training Provider informational	Select the link below to register for the webinar.	
	webinar and Q and A	https://www.surveymonkey.com/s/Uniqueappwebinar	
No later than May 1, 2014*	Submit Final Application  Potential providers submit final application. If there are any problems submitting via email, please contact Mary Bivens at 303.866.5194 or bivens m@cde.state.co.us.	<ol> <li>Submit Final Application</li> <li>Submit the final application following the Required Format below.</li> <li>For questions, contact Mary Bivens at 303.866.5194 or bivens_m@cde.state.co.us.</li> </ol>	
May 30, 2014*	Applicants notified of the status of their final application one month after we receive the application.*  Approved providers listed on CDE website if applicable	None	

<sup>\*</sup>Applicants wanting feedback or approval prior to May 30<sup>th</sup> may submit their application materials to CDE at any time and CDE will notify you of your approval status within 3-4 weeks.

#### **REQUIRED FORMAT AND SUBMISSION**

- Applications should only include the application questions and the organization's response to those
  questions and provider requirements detailed on pages 3 and 4 of this application.
- All pages must be numbered, on standard letter size, 8-1/2" x 11" using no smaller than 12 point Calibri font and 1-inch margins single-spaced;
- Staple the pages of the original copy of the proposal. Please do not use tabs, paperclips, rubber bands, binders or report covers;
- The signed original must be received at CDE by May 1, 2014, 4:00 p.m. In addition to the signed original hard copy, an electronic copy of the application must be submitted to CDE Educator Effectiveness unit, <a href="mailto:Bivens\_m@cde.state.co.us">Bivens\_m@cde.state.co.us</a>. The electronic version should include all required pieces of the application as one document.
- Faxes will not be accepted. Incomplete or late proposals will not be considered.
- All materials can be found on the CDE Educator Effectiveness webpage at: http://www.cde.state.co.us/educatoreffectiveness/sb-evaluatortrainings.

Proposals will be due by 4 p.m. on May 1, 2014 to:

Attn: Mary Bivens
Educator Effectiveness Unit
Colorado Department of Education
1580 Logan Street, Suite 550
Denver, CO 80203

and

Submit an electronic copy of the proposal to: **Bivens\_m@cde.state.co.us** 

#### **REQUIRED ELEMENTS**

The format outlined below must be followed in order to assure consistent application of the evaluation criteria. See evaluation rubric for specific selection criteria needed in Part II.

Part I: Proposal Introduction

**Cover Page** 

Signed Certification Form

Part II: Description of Unique System, Training, and Documentation

(Detailed on pages 3 and 4 of this application)

- 1. Requirement 1: Description of components of the educator evaluation training program
- 2. Requirement 2: Description of unique evaluation system
- 3. Documentation attached to support the two identified requirements
- 4. Specialized service professional information

## State Approved Unique System Educator Evaluation Training Providers 2014-2015

Part	: I: COVER PAGE (Complete and att	ach as the first page of proposal)				
Name	e of Entity:					
	ict number (if applicable):					
Fede	ral Tax ID # (if applicable):					
Prima	ary Contact Person for the Application:					
Maili	Mailing Address:					
	-					
Phon	e: 	E-mail:				
Chec	k the one box below that best describes you	r organization:				
	Board of Cooperative Educational Services (BOCES)					
	Community Agency, Education Association					
	Institution of Higher Education					
	Public School or District					
	Individual					
	Other:					
	w provide a brief description of your anticip nees in one district only or open to particip	ated program participants which you plan to train (ie. ants across multiple districts/BOCES.)				
If you are interested in opening your training up to participants across multiple districts/BOCES and would like contact information publicized on the CDE website, write a brief description with relevant contact information below. Limit the description to no more than 250 words.						
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#### **Certifications Form**

#### (Complete and attach after Cover Page)

I, THE UNDERSIGNED, CERTIFY that I am an individual authorized to act on behalf of the organization in submitting this application and assurances and that all of the information provided herein is true and accurate, to the best of my knowledge. I understand that, if any of the information contained herein has been misrepresented, that may constitute grounds for denying the applicant's request for approval of the Unique Model System Training Program and the approval to be placed on the list of CDE Approved Unique System Educator Evaluator Training Providers or for removal from that same list. I further certify that the organization will comply with all of the assurances set forth herein. Failure to comply with the assurances during the school year may result in removal from the state-approved list and ineligibility to reapply during the following year.

#### Approved CDE Unique Model Educator Evaluation Providers agree to the following:

- 1. The applicant will provide the Colorado Department of Education a final report of previous year's data due to CDE on September 30th, 2015, and yearly thereafter which includes general program statistics, analysis of participant feedback, inter-rater reliability data, program quality indicators, and affirmation of adherence to the State Assurances and checklist for evaluation systems pursuant to S.B. 10-191.
- 2. Implement the training program as required in the application.
- 3. Agree to periodic on-site monitoring of program quality.
- 4. Notify the department and receive approval of any modifications to the provider training.
- 5. Provide all required annual reports to the department.
- 6. The applicant will update CDE with any changes in provider contact information (contact person, address, phone number, e-mail).
- 7. The applicant will not discriminate against anyone regarding race, gender, national origin, color, disability, or age.

Signature of Applicant:	Date signed:
Printed Name:	Title of Signing Agent:

**Debarment:** Federal Executive Order (E.O.) 12549 "Debarment and Suspension" requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its members are not disbarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by **any** federal department or agency from doing business with the federal government.

Your signature certifies that neither you nor your company is presently in disbarment status, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.

## Part II: Unique Educator Evaluation System Educator Evaluator Training Provider Evaluation Rubric

(Applicants will leave this page blank, to be completed by CDE)

Requirement 1:	Description of the components of educator evaluation training program		/17
Requirement 2:	Description of unique evaluation	n system	/18
	Total		/35
	Please indicate support for scorion ments are used on feedback form		ths and
Strengths:  • • • • • • • • • • • • • • • Required Changes: • • • •			
Recommendation:	Approved:	Not Approved:	

## Rubric for Evaluating Applications for Unique Educator Evaluation System Training Providers

#### Part II: Narrative Description of Unique System, Training, and Documentation

The following criteria will be used by reviewers to evaluate the application as a whole. In order for the application to be recommended for inclusion on the Approved Unique System Evaluator Training Provider list, it must receive at least **25 points out of the 35 points** possible and all required elements must be addressed. An application that receives a score of 0 on any required elements within the narrative will not be approved.

Requirement 1: Components of Educator Evaluator Training Program Provide a detailed description of the components of the provider's educator evaluator training program, including:		Inadequate (information not provided or component not being addressed)	Minimal (requires additional clarification)	Adequate (clear and complete)	Excellent (concise and thoroughly developed)
A.	Statutory requirements of educator evaluation systems and an overview of the state's/district's academic standards and other relevant state/district requirements	0	1	2	3
B.	Concepts, theory, and best practices in supervision and evaluation including: providing effective feedback for professional growth; strategies for having difficult conversations and working with educators that need improvement; collecting a body of evidence; understanding the difference between bias, interpretation and evidence; and best instructional practices (if desired, attach sample copies of relevant training materials)	0	1	3	4
C.	Inter-rater agreement: including a description of how the provider will ensure inter-rater agreement and calibration of evaluators in program	0	1	3	4
D.	Certification/approval including a description of how the provider will certify/approve that evaluators completing their program are ready to administer evaluations and how the provider will monitor their certified evaluators over time and provide re-certification and regular training updates.	0	1	2	3

E.	Processes and systems for regularly reviewing program and performance standards to ensure that they continue to reflect research concerning evaluation of licensed personnel	0	1	2	3
Re	viewer Comments:				

#### TOTAL POINTS FOR REQUIRMENT 1:

Pro	equirement 2: Evaluation System Overview ovide a detailed description of the unique evaluation system which evaluators will be trained, including:	Inadequate (information not provided or component not being addressed)	Minimal (requires additional clarification)	Adequate (clear and complete)	Excellent (concise and thoroughly developed)
F.	Technical aspects of evaluation including: understanding the educator quality standards that form the basis of the provider's unique evaluation system; effectively using and gathering evidence to support the system's evaluation rubric; and using tools, processes, and other provider resources to complete the evaluation (if desired, attach sample copies of relevant user guides and training materials)	0	1	3	4
G.	The educator quality standards that form the basis of the system and a crosswalk of those standards to the state's educator quality standards and elements (attach copies of the standard/element crosswalk for each teacher or principle rubric that is not the state model, SSP crosswalks are optional for this year's application process)	0	1	3	4
H.	The rubric(s) that evaluators will be trained on to evaluate educator performance and how the rubric has been validated (attach a copy of each rubric that is not the state model)	0	1	2	3
I.	The guidance that evaluators will be trained on to support educators in developing measures of student learning and Specialized Service Professional outcomes and to incorporate those into the evaluation (if desired, attach copy of guidance)	0	1	3	4
J.	A description of how the system combines professional practice ratings and measures of student learning/outcomes to arrive at a final effectiveness rating (if desired, attach any relevant supporting information on scoring rubrics and/or decision matrices)	0	1	2	3

**Reviewer Comments:** 

**TOTAL POINTS FOR REQUIREMENT 2:** 

/18

/17

#### Attachment A

#### Statutory and Regulatory Requirements for State Approval of Educator Evaluator Training Programs

#### 22-9-108 C.R.S.

- (1) (a) The general assembly finds that credible, fair, and professional evaluations of licensed personnel depend upon high quality, effective training for principals and administrators that is consistent across the state. Therefore, the state board, in evaluating and approving educator preparation programs pursuant to section 22-2-109, and in approving evaluator training programs provided by a school district or a board of cooperative services, shall ensure that said programs meet the requirements specified in this section.
- (b) Every university and college within the state that has a principal or administrator preparation program shall ensure that the program includes training in the evaluation of licensed personnel that meets the requirements specified in this section. In addition, the university or college shall cooperate with the state board in connection with the state board's duties under sections 22-9-104 and 22-2-109.
- (c) Every school district and board of cooperative services that provides training in the evaluation of licensed personnel shall ensure that such training meets the requirements specified in this section.
- (2) Each university or college that offers a principal or administrator preparation program or school district or board of cooperative services that provides evaluator training shall structure the evaluator training program on a standards-based skill outcome model that takes into account research concerning evaluation of licensed personnel. At a minimum, each evaluator training program shall include standards-based performance assessments of each participant, demonstrated competency, and certification by the university, college, school district, or board of cooperative services of the skills mastered by each participant. The university, college, school district, or board of cooperative services shall work collaboratively with principals and administrators who are responsible for evaluating licensed personnel to develop research-based standards for assessing and certifying evaluator skills. The university, college, school district, or board of cooperative services shall regularly review both the model for the evaluator training program and the program performance standards to ensure that they continue to reflect research concerning evaluation of licensed personnel.
- (3) At a minimum, each evaluator training program shall include training in the following areas:
- (a) Teaching and learning styles;
- (b) Student performance and student assessment;
- (c) Data collection and documentation; and
- (d) School district standards and state mandates.

From section 5.03 of S.B. 191 Rules: Training for Evaluators and Educators

5.03 (A) School Districts and BOCES shall provide training to all evaluators and Educators to provide an understanding of their local evaluation system and to provide the skills and knowledge needed for implementation of the system.

- 5.03 (B) As required by section 22-9-106 (4) (a), C.R.S., all performance evaluations must be conducted by an individual who has completed a training in evaluation skills that has been approved by the Department. Teachers may fill the role of an evaluator if they are a designee of an individual with a Principal or Administrator license and have completed a training on evaluation skills that has been approved by the Department. The Department shall develop a process for approving education and training programs for evaluators that is consistent with the approval process previously developed pursuant to section 22-9-108, C.R.S.
- 5.03 (C) School Districts and BOCES are encouraged to provide training to Teachers, so that Teachers may conduct peer coaching observations in order to support other Teachers by providing actionable feedback on Professional Practice.
- 5.03 (D) School Districts and BOCES shall clearly communicate to all Teachers the tools that will be used to measure their performance of the Teacher Quality Standards prior to their use, and how these will be weighted and aggregated to determine final Performance Evaluation Ratings. School Districts and BOCES shall clearly articulate to each Educator the category or categories of personnel into which they are assigned, and how the growth of the students they teach will be measured for the purpose of informing their Performance Evaluation Rating. School Districts and BOCES that elect to adopt their own locally-developed quality standards for evaluating Teachers shall clearly communicate how those local standards align with the state's Teacher Quality Standards. School Districts and BOCES shall clearly communicate to Teachers the consequences of each category of Performance Evaluation Rating, including how each Teacher's assigned Performance Evaluation Rating contributes to the loss or gain of non-probationary status for that Teacher.
- 5.03 (E) School Districts and BOCES shall clearly communicate to all Principals the tools that will be used to measure their performance on the Principal Quality Standards prior to their use, how the selected measurement tools will be used to determine his or her performance on each Principal Quality Standard, the party or parties responsible for making decisions, and how these multiple measures will be weighted and aggregated to determine final Performance Evaluation Ratings. School Districts and BOCES shall clearly articulate to Principals how Student Academic Growth for Principals will be measured, and delineate the manner in which these measures are aligned with the Growth Measures for Teachers. School Districts and BOCES that elect to adopt their own locally-developed quality standards for evaluating Principals shall clearly communicate how those local standards align with the state's Principal Quality Standards. School Districts and BOCES shall clearly communicate to Principals the consequences of each category of Performance Evaluation Rating.
- 5.03 (F) School Districts and BOCES shall provide training to Educators to help them understand how the growth of the students for which they are responsible will be measured for their performance evaluation, and to assist Educators in responding to Student Academic Growth data.