

# Educator Effectiveness Assurances

## Submissions Process and Instructions



**COLORADO**  
Department of Education

### Submissions Process

Each year, Colorado districts and BOCES are required to submit assurances that they are implementing the State Model Evaluation System or another evaluation system that adheres to the requirements in statute (C.R.S. 22-9-106) and Colorado State Board of Education rules (1 CCR 301-87) for teachers, principals, and special services providers (SSPs).

The assurances will be collected using the online platform, Survey Monkey. Survey Monkey is very simple to use, but you will need to prepare all of your data and materials prior to going into the system because **you CANNOT save and return to it later**. Prior to accessing the form, please ensure you have all of the following information for the submission:

- Educator evaluation model used to evaluate teachers, principals, and all nine categories of SSPs;
- For those educators evaluated using the state model evaluation system, the weights assigned to the four professional practices quality standards defined in rule;
- The implementation of the Advisory Personnel Performance Evaluation Council (also referred to as the 1338 Committee); and
- The date by which all educators will be trained on the system that will be used for their evaluation.

### Instructions

Step 1. Click on the following link to access the form: <https://www.surveymonkey.com/r/21-22EEassurances>.

**Please make sure you have all of the information necessary to complete the survey because you cannot save and return to it later.**

Step 2. After carefully reading the introductory page of the survey, complete the contact information for the person submitting the assurances and for the district/BOCES contact for educator effectiveness.

#### Contact Information

Please provide the contact information for the person completing this assurances form.

Name

Email Address

Please provide the contact information for the main contact for educator effectiveness at the district/BOCES.

Name

Email Address

Step 3. Indicate whether you are submitting your assurance on behalf of a district or BOCES. Depending on your choice, you will be routed to either the district or BOCES page.



Are you submitting this assurance on behalf of a district or a BOCES?

- District
- BOCES

Step 4. Select your district or BOCES from the drop-down list.

**District Information**

**BOCES Information**

Select your district from the drop down below.

Select your BOCES from the drop down below.

**Important Note:** Steps 5 and 6 are for the Teacher Evaluation System Information sections. The survey includes similar sections for Principals and Special Services Providers (SSPs), although we do not repeat these screenshots for those educator groups. In addition, this survey uses skip logic to ensure you see only the questions that apply to you; this means there may be sections in these instructions that you do not see when completing the survey because they do not apply.

Step 5. Indicate what evaluation model will be used to evaluate teachers and who will conduct those evaluations. As mentioned in the question below, selecting "Combination of State and Local Models" indicates that you will use the state model to evaluate one or more subcategories of teachers and use a locally created model to evaluate one or more subcategories of teachers. For example: if you will use the state model to evaluate regular classroom teachers but use a local model to evaluate special education teachers, you would select combination of state and local models for teachers.

**2021-2022 Assurances for Educator Evaluation Systems**  
**Teacher Evaluation System Information**

\* For the 2021-2022 school year, what evaluation model will be used to evaluate teachers?

*Note: Selecting "Combination of State and Local Models" indicates that for a subgroup of teachers, you use the state model and for a different subgroup of teachers you use a locally created model. For example: if you use the state model to evaluate regular classroom teachers but use a local model to evaluate special education teachers, you would select combination of state and local models for teachers.*

- State Model
- Local Model
- Combination of State and Local Models
- We do not employ teachers.

For the 2021-2022 school year, who will conduct evaluations of teachers? (Select all that apply.)

- Principals
- Assistant Principals
- Deans
- Teacher/Peer Evaluators
- Superintendent
- Other (please specify)



Step 6. Depending on what model you indicated you will use to evaluate teachers, you will be directed to different questions regarding the professional practices standards.

6A. State Model: Indicate whether you weight the four professional practices standards for teachers equally. Since the four professional practices standards account for 50% of a teacher’s overall rating, weighting the standards equally means you weight each of the four standards 12.5%, for a total of 50%.

### Teacher Evaluation System Information: Professional Practices Standards

**Do you weight the four professional practices standards for teachers equally?**

*Note: Weighting the four professional practices standards equally means you weight each standard 12.5% for a total of 50%.*

- Yes. We weight the four professional practices standards equally.
- No. We apply different weights to the professional practices standards.

If you do not weight these standards equally, you will be asked to indicate how you weight them as shown below.

**\* You indicated that you do not weight the four professional practices standards equally teachers. In the space below, indicate the weight you assign to each of the four professional practices standards for teachers.**

Professional Practices account for 50% of a teacher’s rating. Thus, the total weight across all four standards must equal 50. For example, you could assign standard I a weight of 15, standard II a weight of 15, standard III a weight of 10, and standard IV a weight of 10 for a total of 50.

Quality Standard I: Teachers demonstrate mastery of and pedagogical expertise in the content they teach.

Quality Standard II: Teachers establish a safe, inclusive, and respectful learning environment for a diverse population of students.

Quality Standard III: Teachers plan and deliver effective instruction and create an environment that facilitates learning for their students.

Quality Standard IV: Teachers demonstrate professionalism through ethical conduct, reflection, and leadership.



6B. Local Model: You will not see questions regarding professional practices if you indicated that you use a local model. You will be directed to the next section regarding principal evaluation system use.

6C. Combination of State and Local Models: Indicate for which subcategories of teachers you use the state model and for which subcategories of teachers you use a local model. Then, for those subcategories evaluated using the state model, indicate whether you weight the four professional practices standards for teachers equally. Since the four professional practices standards account for 50% of a teacher’s overall rating, weighting the standards equally means you weight each of the four standards 12.5%, for a total of 50%.

**Teacher Evaluation System Information**

\* You have indicated that you use a combination of state and local evaluation models to evaluate teachers. Please indicate whether you use a state model or local model for each of the following subcategories of teachers.

	State Model	Local Model
General Education Teachers	<input type="radio"/>	<input type="radio"/>
Special Education Teachers	<input type="radio"/>	<input type="radio"/>
Interventionists	<input type="radio"/>	<input type="radio"/>
Teacher Librarians	<input type="radio"/>	<input type="radio"/>
Other (please specify)	<input type="text"/>	

\* For the subcategories of teachers evaluated using the state model, do you weight the four professional practices standards for teachers equally?

*Note: Weighting the four professional practices standards equally means you weight each standard 12.5% for a total of 50%.*

- Yes. We weight the four professional practices standards equally.
- No. We apply different weights to the professional practices standards.

If you do not weight these standards equally, you will be asked to indicate how you weight them as shown below.

\* You indicated that you do not weight the four professional practices standards equally for the subcategories of teachers evaluated using the state model. In the space below, indicate the weight you assign to each of the four professional practices standards for teachers.

Professional Practices account for 50% of a teacher's rating. Thus, the total weight across all four standards must equal 50. For example, you could assign standard I a weight of 15, standard II a weight of 15, standard III a weight of 10, and standard IV a weight of 10 for a total of 50.

Quality Standard I: Teachers demonstrate mastery of and pedagogical expertise in the content they teach.

Quality Standard II: Teachers establish a safe, inclusive, and respectful learning environment for a diverse population of students.



Quality Standard III: Teachers plan and deliver effective instruction and create an environment that facilitates learning for their students.

Quality Standard IV: Teachers demonstrate professionalism through ethical conduct, reflection, and leadership.

6D. We do not employ teachers: If you select this option, you will not be asked any further questions regarding teacher evaluations. The survey will instead take you to the next section regarding principal evaluation system use.

Step 7. Complete the sections detailing the evaluation information for principals and SSPs. Please refer to steps 5 and 6 above, as the survey includes similar sections for Principals and Special Services Providers (SSPs).

Step 8. Check the boxes in the question below to confirm you meet the minimum requirements for the advisory personnel performance evaluation council. In the survey, the click here button can be used to access more information about the council. Please complete this question honestly; if you do not have the council in place, you will be contacted by a member of our staff to support you.

### General Educator Effectiveness System Information

**\* Districts and BOCES must have an Advisory Personnel Performance Evaluation Council (also referred to as the 1338 Committee) to involve stakeholders in the development of local personnel evaluation systems.**

**By checking the boxes below, you are confirming you meet the minimum requirements for the council.**

For more information regarding the council, click [here](#).

- Membership includes at least one teacher, one administrator, one principal, one parent of a student attending the district/BOCES, one district resident, and licensed BOCES employee (BOCES only).
- The council consults with the local school board or BOCES as to the fairness, effectiveness, credibility, and professional quality of the licensed personnel performance evaluation system and its processes and procedures.
- The council conducts continuous evaluation of the system.
- We do not have this in place and would like more information and/or support.

Step 9. Next, indicate how frequently the council meets. If you select Other, please make sure to specify how frequently the council meets in the text box provided.



**\* How frequently does the Advisory Personnel Performance Evaluation Council (1338 Committee) meet?**

- Monthly
- Quarterly
- Two to three times a year
- Annually
- Other (please specify)

Step 10. Select all of the topics that the council provides input on or feedback for from the list provided. If you select Other, please make sure to specify the other topics in the text box provided.

**\* Which of the following topics does the council provide input and/or feedback on? (Check all that apply.)**

- Professional Practice weights
- Minimum # of observations
- Format of observations (i.e., formal/informal, announced/unannounced)
- MSL/O calculations
- Use of evaluator designees
- Timeline for evaluation process (e.g., mid year, observation must occur, etc.)
- Evaluation trend data
- Integration of evaluation in other systems (e.g., professional development, hiring, etc.)
- Other (please specify)

Step 11. Select all of the topics that the council is prioritizing for this year. If you select Other, please make sure to specify the other topics in the text box provided.

**\* Which of the following topics are the top priority items for this year's council? (Check all that apply.)**

- Professional Practice weights
- Minimum # of observations
- Format of observations (i.e., formal/informal, announced/unannounced)
- MSL/O calculations
- Use of evaluator designees
- Timeline for evaluation process (e.g., mid year, observation must occur, etc.)
- Evaluation trend data
- Integration of evaluation in other systems (e.g., professional development, hiring, etc.)
- The council has not identified priorities for this year.
- Other (please specify)



Step 12. Enter the date by which all educators are expected to have completed annual orientation or training on the evaluation system. If trainings and orientations for principals, teachers, and/or SSPs occur on different dates, then select the date of the last session. For example, if principals are done by August 10<sup>th</sup> and teachers and SSPs are done by August 12<sup>th</sup>, then enter August 12<sup>th</sup>.

**\* Enter the date by which all educators will complete their annual training or orientation on the system on which they will be evaluated.**

-

Date

MM/DD/YYYY

Step 13. Provide your electronic signature by entering your name, title, and today’s date in the boxes provided to confirm the accuracy of the information you provided in this form, that your Board has reviewed and approved your local evaluation system, and that you are meeting all of the requirements of a local evaluation system.

**\* Thank you for completing your Educator Effectiveness Assurances for the 2021-2022 school year. By entering your name, title, and today’s date in the boxes below, you are confirming the accuracy of the information provided in this form and that your Board has reviewed and approved your local evaluation system, and you are formally assuring that your school district/BOCES is meeting all of the requirements of a local evaluation system outlined in statute (C.R.S. 22-9-106) and Colorado State Board of Education rules (1 CCR 301-87).**

Name

Title

Date

## WHERE CAN I LEARN MORE?

**Additional Educator Effectiveness Assurances Resources:** <http://www.cde.state.co.us/educatoreffectiveness/sb-assurances>

**For additional questions or concerns:** email [Educator\\_Effectiveness@cde.state.co.us](mailto:Educator_Effectiveness@cde.state.co.us)