

## Sample District Educator Evaluation Work Plan\*

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\* 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.

- ☑ **Before June 2013:** Meet with your 1338 Council, School Board and/or other committees (such as your District Accountability Committee) to determine if your district will use the Colorado State Model Evaluation System or develop/use your own.
- ☑ **Before June 2013:** If you are using the Colorado State Model Evaluation System, select staff in your district should have attended a CDE train-the-trainer training. For more information, contact [Tricia Majors](mailto:Majors_t@cde.state.co.us) (Majors\_t@cde.state.co.us).
- ☑ **Before June 2013:** Work with 1338 Council, School Board and other committees to develop evaluation system guidance and decisions such as:
  - Review the [CDE Assurances & Checklist](http://www.cde.state.co.us/EducatorEffectiveness/SB-Assurances) (www.cde.state.co.us/EducatorEffectiveness/SB-Assurances). Start with the readiness questions on the back.
  - Determine your measures of student learning (growth) based on the [Student Learning Outcomes Draft Guidance](http://www.cde.state.co.us/EducatorEffectiveness/StudentGrowthGuide) (www.cde.state.co.us/EducatorEffectiveness/StudentGrowthGuide) and investigate the assessment measures available for content and grade levels in the [CDE Resource Bank](http://www.coloradopl.org/assessment) (www.coloradopl.org/assessment). Consider collaborating with other districts in your region/BOCES to share ideas and measures.
  - Consider what data management system you might use to organize and manage the evaluation process for your district. CDE has selected RANDA to create an online performance management system and expects to have an optional system available for beta tests by December 2013. The performance management system will be available free-of-cost to all districts in the 2014-15 school year.
  - Determine your district's evaluators, evaluation cycle and dates associated with it.
  - Begin regularly communicating with your principals and teachers regarding the changes in evaluation. To support districts in this effort, the Communications Division has created a [communications toolkit](http://www.cde.state.co.us/EducatorEffectiveness/factsheets) (www.cde.state.co.us/EducatorEffectiveness/factsheets).
- ☑ **Now through May 2013:** Engage 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 Specialized Service Professionals (referred to as 'other licensed personnel' in state law) will not begin until the 2014-15 school year (one year after the teacher and principal implementation). For more information on evaluations for specialized service providers [download the fact sheet](http://www.cde.state.co.us/EducatorEffectiveness/downloads/FactSheets/SSP.pdf) (www.cde.state.co.us/EducatorEffectiveness/downloads/FactSheets/SSP.pdf).
- ☑ **July 2013:** Submit your Assurance document to CDE stating whether you are using the Colorado State Model Evaluation System or your own. For more information, visit the [Educator Effectiveness Assurances website](http://www.cde.state.co.us/EducatorEffectiveness/SB-Assurances) (http://www.cde.state.co.us/EducatorEffectiveness/SB-Assurances).
- ☑ **July or August 2013:** Clearly communicate to all teachers and principals (including SPED, librarians, early childhood teachers) about the tools and processes that will be used in their evaluations as well as the intent to provide more meaningful feedback and achieve even more student success.

- ☑ **August/September 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 (Note: If you provide training on a system other than the Colorado State Model Evaluation System, you must submit a proposal for approval to CDE. More information is available at: [www.cde.state.co.us/EducatorEffectiveness/SB-EvaluatorTrainings](http://www.cde.state.co.us/EducatorEffectiveness/SB-EvaluatorTrainings)).
- ☑ **August/September 2013:** Finalize, with teacher and principal input, the student learning outcome measures you will use for all teachers during the 2013-14 evaluation cycle. Communicate these decisions clearly with all educators.
- ☑ **September/October 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 and 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 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, districts 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 the ratings for each educator by final rating and also ratings for by each Quality Standard to CDE.

#### Top District Evaluation Readiness Questions (aligned with the Assurances document)

1. Does your evaluation system evaluate ALL educators in your building EACH year? For example:
  - a. Principal
  - b. Assistant principals
  - c. Teachers
  - d. All specialized service professionals (not necessary until 2014-15; includes: audiologists, psychologists, nurses, physical therapists, occupational therapists, counselors, social workers, speech language pathologists, and school orientation and mobility specialists)
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?](http://www.cde.state.co.us/EducatorEffectiveness/downloads/rulemaking/1CCR301-87EvaluationofLicensedPersonnel(IncludingAppealsRules)4.27.12.pdf) ([www.cde.state.co.us/EducatorEffectiveness/downloads/rulemaking/1CCR301-87EvaluationofLicensedPersonnel\(IncludingAppealsRules\)4.27.12.pdf](http://www.cde.state.co.us/EducatorEffectiveness/downloads/rulemaking/1CCR301-87EvaluationofLicensedPersonnel(IncludingAppealsRules)4.27.12.pdf))  
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 is being validated in 2013-14.
4. Does your evaluation process use multiple measures of student learning as a part of the evidence to evaluate educators (teachers and principals in this case)? Do measures of student learning (growth) comprise 50 percent of the evaluation?
5. What types of student outcomes measures do you have for all your Specialized Service Professionals (not necessary until 2014-15)? ([www.cde.state.co.us/EducatorEffectiveness/downloads/FactSheets/SSP.pdf](http://www.cde.state.co.us/EducatorEffectiveness/downloads/FactSheets/SSP.pdf))
6. How do you aggregate 50 percent of the evidence on professional practice (rubrics, observations, etc.) with the 50 percent measures of student learning (growth) to get one final rating that aligns with S.B. 10-191 rules? CDE will have a model decision framework for your voluntary use by December 2013.
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 Specialized Service Professionals (not necessary until 2014-15, includes: audiologists, psychologists, nurses, physical therapists, occupational therapists, counselors, social workers, speech language pathologists, and school orientation and mobility specialists)
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](http://www.cde.state.co.us/EducatorEffectiveness/index)
- To view more information on the Colorado State Model Evaluation System: [www.cde.state.co.us/EducatorEffectiveness/StateModelEvaluationSystem](http://www.cde.state.co.us/EducatorEffectiveness/StateModelEvaluationSystem)
- To learn about the Colorado Content Collaboratives including the CDE Resource Bank: [www.cde.state.co.us/contentcollaboratives/](http://www.cde.state.co.us/contentcollaboratives/)
- To access assurance information: [www.cde.state.co.us/EducatorEffectiveness/SB-Assurances.asp](http://www.cde.state.co.us/EducatorEffectiveness/SB-Assurances.asp)
- To view the draft student learning outcomes (growth) guidance: [www.cde.state.co.us/EducatorEffectiveness/StudentGrowthGuide.asp](http://www.cde.state.co.us/EducatorEffectiveness/StudentGrowthGuide.asp)