

CERTIFICATED STAFF EVALUATION REVIEW PROCESS: 2016-2017 SCHOOL YEAR

Pursuant to Idaho Code § 33-1004B(14), a review of a sample of teacher evaluations shall be conducted annually. Effective July 1, 2015, the legislation specifically requires the following:

- A review of a sample of evaluations completed by administrators shall be conducted annually to verify such evaluations are being conducted with fidelity to the state framework for teaching evaluation, *including each evaluation component as outlined in administrative rule and the rating given for each component.*
- A portion of such administrators' instructional staff and pupil service staff employee evaluations shall be independently reviewed.

The review will be conducted in two parts. The first portion of the annual review, *Phase One*, will focus on the requirements called out in IDAPA 08.02.02.120, and whether or not the review was conducted with fidelity to the state framework. The Office of the State Board of Education (OSBE) will randomly select approximately 200 administrators who were active in the 2016- 2017 school year (approximately 20% of all current Idaho administrators). For each administrator chosen, the district will be required to upload to a secure server at least five evaluations (with relevant supporting documents) completed in 2016-17 for both teachers and pupil service staff. This part of the review process is expected to be completed prior to September 15, 2017. The process is as follows:

1. The OSBE will notify districts of the administrators who have been randomly selected for review.
2. Districts and/or administrators will choose five (5) certificated staff evaluations representing a range of performance levels for each selected administrator. Administrators denoted with an asterisk (*) in the notification, must include a pupil service staff evaluation as one of the five required evaluations. For each of the five evaluations selected per administrator, the district will create one file containing the following documents:
 - Cover page (fillable template provided by OSBE)
 - Observations/notes used to inform the staff members' summative evaluation
 - Summative evaluation to include the professional practice portion as well as the student achievement section
3. All files must be redacted and submitted via secure portal no later than **August 16, 2017**.
4. September 2017, the OSBE will conduct a confidential review of all submitted evaluations.

The second part of the review, *Phase Two*, will be focused as a formative assessment of evaluation policy and implementation consistent with IDAPA 08.02.02.120. To better understand evidence collection and overall fidelity in the use of the Idaho framework for teacher evaluations, this portion of the process will require onsite visits to randomly selected districts. The aggregate data gathered in both phases will be compiled into a report and presented to the legislature, State Board of Education, and deans of Idaho's educator preparation programs.

Of the evaluations reviewed in *Phase One*, approximately 10% of those will be subject to more in-depth focus on district evaluation practices. Reviewers will examine the evidence and artifacts that were used to determine the ratings assigned to each educator, by component, as well as document information on district implementation of the evaluation system. Reviewers will also solicit feedback from administrators regarding the process. The goal of the onsite reviews is to produce data that will ultimately assist stakeholders in further understanding the practices that shape and support teacher evaluation, as well provide targeted information to state agencies and universities to better prepare and support teachers and administrators in the state of Idaho. Districts will be notified of selection for an onsite review no later than August 16, 2017.

For further information, please contact Christina Linder at (208) 332-1593 or christina.linder@osbe.idaho.gov

2016-17 EVALUATION REVIEW

Frequently Asked Questions

Q: What if my district does not use the Danielson Framework, but instead another State Department of Education-approved instrument?

A: Though a district may have an approved instrument other than the Danielson Framework, the data from that instrument must be aligned to Idaho’s model which requires reporting instructional practice according to a minimum of four domains consisting of 22 components. If for some reason your district does not report the 22 components as part of the summative evaluation, please include the documents that were submitted to the Idaho State Department of Education providing evidence of alignment.

Alignment is typically shown through a crosswalk showing how each of the district’s evaluation components align to each of the Danielson components within the four domains of practice.

Q: What if my district does not retain notes and evidence of the two observations that are required by IDAPA to be documented?

A: Pursuant to Idaho Code § 33-518, “Each personnel file shall contain any and all material relevant to the evaluation of the employee.” It is therefore expected that supporting documents and/or records from staff observations would be kept on file for a reasonable period of time. If this is not the case, please include a copy of your district’s policy specifically related to the destruction of evaluation evidence. Also include the dates the observations took place, even if evidence of observations cannot be submitted.

Q: Will a copy of district evaluation policy and Individualized Professional Learning Plans (IPLP) be included in the 2016-17 review?

A: The focus of Phase One is on compliance, related to the required elements of professional practice and student achievement that inform a summative evaluation. Phase Two of the review – onsite visits – will broaden in scope. Reviewers will be collecting information on district policy, the use of evaluation data, training needs, IPLP implementation, and other issues related to evaluation found in Administrative Rule.

While districts are not specifically required to implement IPLPs as part of their evaluation policies, pursuant to Idaho Code §33-1201(a), not doing so will prevent teachers on the *Residency rung* of the Career Ladder from being advanced to the *Professional rung*. Likewise, without an IPLPs on file that documents a teacher’s growth over three years of professional learning, teachers will not be eligible for Master Teacher Premiums pursuant to Idaho Code and §33-1004I.

Q: Who will conduct these reviews?

A: A cadre of reviewers has been established from a pool of trained evaluators spanning the state and the K-20 education system. They will review both instructional staff evaluations and pupil service evaluations. Each will sign a confidentiality agreement, and to further ensure privacy and control bias, identifying information will be redacted from all materials submitted for review.

Q: Will my district get the results this year?

A: Absolutely. While the Phase One is driven by statute related to the Career Ladder, the goal of the entire review is to identify strong practices in evaluation across the state, as well as opportunities for improvement to better support educators.