

## Guidance for Phase One of 2016-2017 Certificated Staff Evaluation Review

Summative staff evaluations for each randomly selected teacher/pupil service provider pursuant to Idaho [Code 33-1004B\(14\)](#) and [IDAPA 08.02.02.120](#) must include the following:

- Indication that the evaluation system is “aligned with the Charlotte Danielson Framework for Teaching” and approved by the Idaho State Department of Education (08.02.02.120.08)
- A professional practice section of the final evaluation that represents all 22 components found in the Framework for Teaching: “Each district evaluation model *shall be aligned* to state minimum standards that are based on Charlotte Danielson’s Framework for Teaching Second Edition *domains and components of instruction.*” (08.02.02.120.01)
- Evidence that a portion of the final evaluation results are based upon professional practice including:
  - “...a minimum of two (2) documented observations annually, with at least one (1) observation being completed by January 1 of each year.”
  - “...at least one (1) of the following as a measure to inform the Professional Practice portion... a. Parent/guardian input; b. Student input; and/or c. Portfolios.” (08.02.02.120.02)
- Evidence that a portion of the final evaluation results are based upon student achievement/growth “as determined by the board of trustees and based upon research.” (08.02.02.120.03)

Prior to submitting evaluations to the secure server, please redact all identifying information other than the administrator’s EDUID. We request that a file for each of the five staff evaluations per administrator be submitted and coded using only the administrator’s EDUID number followed by “\_1”, “\_2”, “\_3”, etc.

For example, administrator John Doe, EDUID #10176745, is selected for evaluation review. Of all the evaluations completed by John Doe in the 16-17 school year, either the district or Mr. Doe have selected evaluations for for 2<sup>nd</sup> grade teacher Sarah Blue, 6<sup>th</sup> grade teacher Jack Green, etc. and Counselor Carla Black. When submitting the above requested documentation, all identifying information would be redacted and put into an individual electronic file for each staff member. Sarah Blue’s file would be labeled “10176745\_1”, Jack’s file would be labeled “10176745\_2”, and Carla’s file would be labeled “10176745\_3” and so on for all five files.

When we download the files, if any identifying information has been overlooked we will strive to redact it on our end prior to a reviewer seeing the materials. All reviewers will additionally be required to sign a confidentiality agreement prior to viewing any evaluation documents.