

# Baldwin-Whitehall School District

## Differentiated Supervision Action Plans and Plan of Evaluation for Professional Employees

### Housekeeping Items

*\*For the purpose of this document, a professional employee refers to a: teacher, guidance counselor, nurse, library media specialist, social worker, speech language pathologist, and a temporary professional employee.*

During the first few weeks of the 2015-2016 school year, professional employees should have transferred their Differentiated Supervision Action Plans (DSAP) to the 2015-2016 school year.

Prior to January 15, all principals will transfer his/her comments from the 2014-2015 DSAPs to the 2015-2016 school year. Professional employees may have taken suggestions from an administrator's comments from the 2014-2015 DSAP and already made their changes. However, it is important that we have documentation of this communication. You should add additional comments at this time, in addition to the comments that you are cutting and pasting.

Professional employees will be able to complete their Mid-Year Progress Update beginning January 16, 2016. Mid-Year Progress Updates are to be completed prior to January 29, 2016.

### Overview of the DSAP Approval and Access Cycle

1. **Principals** must **initiate** the DSAP at the end of every school year. Once created, an email notification will be sent to the professional employee prompting him or her to complete the DSAP.
2. Once the **professional employee submits** the DSAP, his or her supervising principal will receive an email notification. Plans must be submitted and approved prior to the last staff day of the school year.
3. Once the **supervising principal** reviews the action plan, adds comments, and submits the DSAP, the professional employee will have access to the Mid-Year Progress update.
4. Once the **professional employee submits** the Mid-Year Progress update, his or her supervising principal will receive an email notification.
5. Once the **professional employee submits** the Year-End Progress update, his or her supervising principal will receive an email notification.
6. Once the **professional employee** submits the Self-Assessment Rubric, his or her supervising principal will receive an email notification.
7. The final step is to authenticate-ONLY the **supervising principal** needs to authenticate.

### DSAP Progress Update Guiding Questions

Please select two or three questions to respond to in your Mid-Year Progress update.

- Was your goal SMART (Specific, Measurable, Attainable, Realistic & Results Driven, and Time Bound)? What would you change if you were to complete this DSAP again?
- Were your goals realistic, yet ambitious? Why or why not?
- How were the action steps aligned to your goals and timeline?
- Was the timeline that you established appropriate for your DSAP?
- What were the personal learnings from your DSAP?
- What was different (instruction, student learning, growth...) as a result of implementing your DSAP?

Please select two or three questions to respond to in your Year-End Progress update.

- What is the “WHY” for your DSAP?
- Describe what led you to establish this goal?
- Please comment on the evidence for your DSAP.
- Expand on your thinking about the action steps.
- What aspect(s) of your DSAP should be retained?
- What aspect(s) of your DSAP are most in need of changing?
- What were the benefits and/or drawbacks of your DSAP?
- How did the DSAP lead to your own personal growth and development?

### **Overview of the SLO Approval and Access Cycle**

1. **Professional employees** must **initiate** the SLO at the start of every school year and **submit** it to his or her supervisor. Once created, an email notification will be sent to the administrator prompting him or her to review the SLO, add comments/feedback, and formally approve it. The administrator must click “notify of comment” to submit comments to the professional employee.
2. Once the SLO is **formally approved** by the **supervisor**, the **professional employee** is responsible for providing ongoing updates throughout the year in the “general comments” or “updates” sections and on his or her data summary sheet. Finally, when appropriate, the professional employee will enter his or her final updates/results and submit the SLO and data for finalization.
3. Once the supervisor reviews the final submission, he or she will transfer the score calculated from the data summary sheet to the final rating (teacher specific 10-15% and elective 20% ratings) on the 82-1 and finalize the SLO. The supervising administrator will schedule an end-of-year evaluation to review this data with each professional employee.

### **Frequently Asked Questions**

1. **Does every professional employee need to have a DSAP?**  
Yes. Unless he or she has been on leave for the year or first and/or second semester.
2. **How many “Component Focus” (Danielson Domains 1: Planning and Preparation, 3: Instruction perhaps 2: Classroom Environment) areas must a professional employee have on his or her DSAP?**  
Professional employees must select **three** component areas. These should be areas that are considered to need improvement (individually or district-wide) and that the staff member is working to develop proficiency, or proficient areas that he or she hopes to demonstrate distinguished practice.
3. **What does a professional employee need to have for evidence and/or artifacts?**  
The evidence and artifacts will be specific to each professional employee’s DSAP. He or she may have evidence and artifacts including but not limited to: the 14-hour DSAP log, copies of written curriculum, samples of work created, lesson plans, Weebly or Google sites, assessments, etc. Additionally, all documentation relating to the professional employee’s SLO **must** be included in the portfolio. It is the professional employee’s responsibility to collect and create his or her portfolio and to share it with his or her supervising administrator during the final DSAP review.

**4. On the DSAP, should there be evidence and artifacts for the other Danielson components?**

No. The three Component Focus areas are the only areas that must have evidence and artifacts that demonstrate the work that was done along with the implementation of the DSAP. For most professional staff, this is reflective of Domains 1 and/or 3.

**5. Who is responsible for creating the electronic or paper portfolio?**

Each individual is responsible for his/her own paperwork and artifacts, which must be kept in a paper or electronic portfolio. The narrative summaries, *which include a Mid-Year and a Year-End reflection, must be completed electronically using PA-EETEP*. The project and accompanying portfolio may be reviewed twice. A Mid-Year review can be the communication back and forth on PA-EETEP. The Year-End review will be conducted between the professional employees and supervising administrators, in person, during which time the paper or electronic portfolio will be reviewed and used as evidence for supervision and evaluation. A standard district format for the portfolio does not exist; the format is left to the discretion of the professional employee.

**6. How is the Mid-Year review completed?**

The principal must initiate the Mid-Year review. Then the professional employee provides an update on his or her progress toward meeting the goal of the DSAP, using the DSAP Progress Update Guiding Questions.

**7. What happens during the Year-End Progress Update?**

- The professional employee describes the final results of his or her DSAP using the DSAP Progress Update Guiding Questions. He or she then makes recommendations for moving forward and how he or she can share his or her learnings with others.
- The professional employee will complete the Danielson Self-Reflection rubric in its entirety and the administrator rates and comments on the Danielson Rubric.
  - Evidence and/or artifacts must be provided when a professional employee rates him or herself “Distinguished” in any component area, or if there is a disagreement between the professional employee’s self-rating and the administrative rating.
- A meeting is scheduled with the professional employee and principal to discuss and review the self-reflection, anecdotal notes, walkthrough notes, evidence, artifacts, and to discuss the DSAP.
- The Danielson Domain score is added to the 82-1.

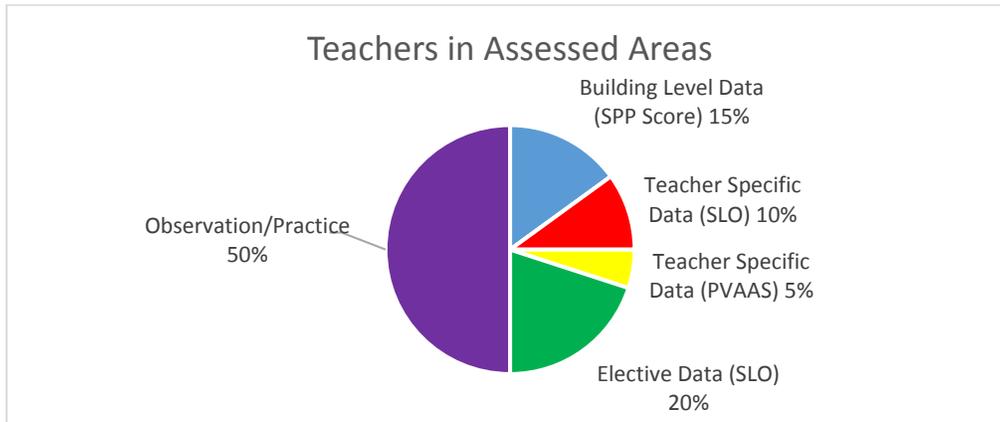
**8. For professional employees not being formally observed, how does the DSAP factor into the professional employee’s final evaluation (82-1)?**

- a. The Danielson Domain (50%) is reflective of the following:
  - The completion of the differentiated supervision action plan (minimum 14 hours documented), the evidence and artifacts associated with the goal areas, the implementation of the action plan and review of electronic or paper portfolio. The DSAP replaces the formal observation in two years out of the three-year cycle.
  - The informal observations that occur throughout the school year may include: walkthroughs, presentations, meetings, communications, and other evidence of classroom practice. **A minimum of one documented walkthrough is required.** Other evidence

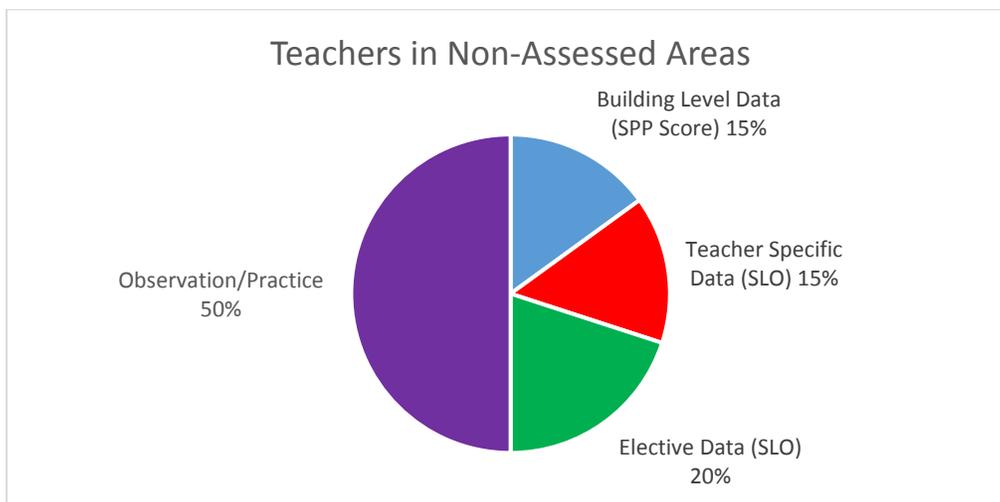
should include: lesson plans, gradebook, assessments, parent communication, etc. that can be documented using anecdotal notes.

# EVALUATION FOR PROFESSIONAL PERSONNEL

## TEACHING PERSONNEL



Assessed areas include all grade levels/courses where PSSA or Keystone Exams are administered to students.



Non-assessed areas include all grade levels/courses where PSSA or Keystone Exams are **NOT** administered to students.

1. Temporary Professional Employees: 1<sup>st</sup> Semester 82-1. The only ratings that will be completed are the Danielson Domains.

### (A) Teacher Observation and Practice

(A) Teacher Observation and Practice

Domain	Title	*Rating* (A) ?	Factor (B)	Earned Points (A x B)	Max Points
I.	Planning & Preparation	<input type="text"/>	20%	0.00	0.60
II.	Classroom Environment	<input type="text"/>	30%	0.00	0.90
III.	Instruction	<input type="text"/>	30%	0.00	0.90
IV.	Professional Responsibilities	<input type="text"/>	20%	0.00	0.60
(1) Teacher Observation & Practice Rating				0.00	3.00



(B) Multiple Measures – Building Level Data

- The (2) Building Level Score will be added when the SPP is received from the state department of education (September).

(B) Multiple Measures - Building Level Data, Teacher Specific Data and Elective Data

Building Level Score	<input type="radio"/> Single Bldg <input type="radio"/> No Score <input type="radio"/> Multiple Bldgs	0
(2) Building Level Score Converted to 3 Point Rating		0.00

- The (3) Teacher Specific Rating will be calculated as follows:



i. Locally Developed District Rubrics (SLOs) will be worth 15% for all non-assessed content area teachers and calculated prior to May 15th.



ii. Locally Developed District Rubrics (SLOs) will be worth 10% for all assessed content area teachers and calculated prior to May 15th.

iii. The SLO score will automatically be calculated through the SLO Data Summary Sheet. The administrator will populate this field during the Year-End, face-to-face meeting.



iv. Value-Added Assessment System Data (PVAAS) will be worth 5% for all assessed content area teachers. This data will be added when it is received from the Department of Education (September).

## Teacher Specific Rating Calculator

⊗ Cancel

No presets are currently available. School Year: 2015-16

Use this section to enter PVAAS 3 year rolling average score (if available).

To automatically calculate the converted value, enter the value-added assessment (3 year rolling average) score	0
Value-added assessment score converted to the 0 to 3 rating	0.00

Use this section to combine multiple teacher specific data to determine a final teacher specific rating.

Teacher Specific Data	% Assigned Valid Range	% Assigned	Rating	Earned Points	Max Points
Student Performance on Assessments	0.0 - 5.0%	0	0	0.00000	0.00000
Value-Added Assessment System Data	0.0, 10.0 - 15.0% (if available)	0	0.00	0.00000	0.00000
Progress in Meeting Goals of Student IEPs	0.0 - 5.0%	0	0	0.00000	0.00000
Locally Developed School District Rubrics	0.0 - 15.0%	0	0	0.00000	0.00000
Totals		0.0	0.0000	0.00000	0.00000
Calculated Teacher Specific Rating (Earned Points / Possible Points) * 3				0.00000	
Final Combined Teacher Specific Rating (truncated to two decimal places)				0.00	

\* Must total 15% to determine a valid final teacher specific rating

\* If % assigned entry is made beyond one decimal place, the system will round that entry to one decimal place for subsequent calculations.

The total of all percentages must equal 15

Use Score

## Elective Rating

- The (4) Elective Rating (SLO) 20% data will be added prior to May 15<sup>th</sup>.
- The SLO score will automatically be calculated through the SLO Data Summary Sheet. The administrator will populate this field during the end-of-year face-to-face meeting.

(4) Elective Rating	<input type="checkbox"/> Not Available	
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Rating: Professional Employee      Or       Rating: Temporary Professional Employee  
 I certify that the above-named employee for period beginning | 07/01/2015 and ending \_\_\_\_\_ has received a performance rating of:  
 Distinguished     Proficient     Needs Improvement     **FAILING**  
 resulting in a final rating of:  
 Satisfactory     Unsatisfactory  
A performance rating of Distinguished, Proficient, or Needs Improvements shall be considered satisfactory, except that the second Needs Improvement rating issued by the same employer within 10 years of the first final rating of Needs Improvement where the employee is in the same certification shall be considered unsatisfactory. A rating of Failing shall be considered unsatisfactory.

Date \_\_\_\_\_ Designated Position \_\_\_\_\_ Date \_\_\_\_\_ Chief School Administrator \_\_\_\_\_  
 I acknowledge that I have read the report and that I have been given an opportunity to discuss it with the rater. My signature does not necessarily mean that I agree with the performance evaluation.

Date \_\_\_\_\_ Signature of Employee \_\_\_\_\_

**\*Temporary Professional and Professional Employees - components of the 82- that are completed after May 15<sup>th</sup>, typically around September.**

- School Performance Profile -15%
- Teacher Specific Rating-PVAAS - 5% (only for teachers in assessed areas)

## Teacher Specific Rating Calculator

⊗ Cancel

No presets are currently available. School Year: 2015-16 ?

Use this section to enter PVAAS 3 year rolling average score (if available).

To automatically calculate the converted value, enter the value-added assessment (3 year rolling average) score	0 ?
Value-added assessment score converted to the 0 to 3 rating	0.00

Use this section to combine multiple teacher specific data to determine a final teacher specific rating.

Teacher Specific Data ?	% Assigned Valid Range	% Assigned ?	Rating	Earned Points	Max Points
Student Performance on Assessments ?	0.0 - 5.0%	0	0 ▾	0.00000	0.00000
Value-Added Assessment System Data ?	0.0, 10.0 - 15.0% (if available)	0	0.00	0.00000	0.00000
Progress in Meeting Goals of Student IEPs ?	0.0 - 5.0%	0	0 ▾	0.00000	0.00000
Locally Developed School District Rubrics ?	0.0 - 15.0%	0	0 ▾	0.00000	0.00000
Totals		0.0	0.0000	0.00000	0.00000
Calculated Teacher Specific Rating (Earned Points / Possible Points) * 3				0.00000	
Final Combined Teacher Specific Rating (truncated to two decimal places)				0.00	

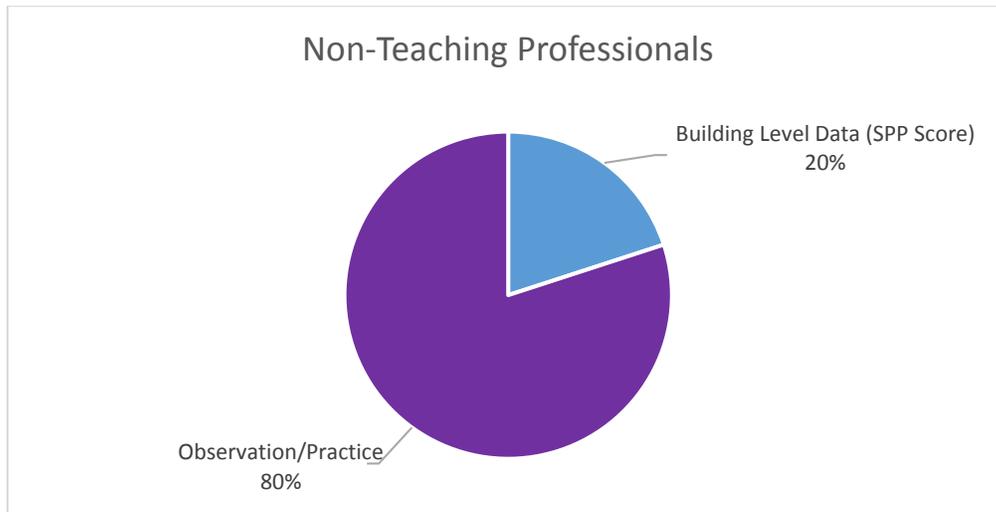
\* Must total 15% to determine a valid final teacher specific rating

\* If % assigned entry is made beyond one decimal place, the system will round that entry to one decimal place for subsequent calculations.

The total of all percentages must equal 15

4. What percent weight is the district using for Students' Performance on Assessments?  
0%. The district chose not to give a percentage for students achieving proficient or advanced.
5. What percent weight is the district using for Progress in meeting IEP goals?  
0%. The district chose not to give a percentage for IEP goals, as everyone is completing SLOs.

## NON-TEACHING PROFESSIONAL EMPLOYEES



Non-Teaching professionals include: social workers, guidance counselors, nurses, speech language pathologists, library media specialists, gifted teachers, and elementary band teachers.

1. Non-Teaching Temporary Professional Employees: 1<sup>st</sup> Semester 82-1. The only ratings that will be completed are the Danielson Domains.

(A) Non Teaching Professional Observation and Practice

Domain	Title	*Rating* (A) ?	Factor (B)	Earned Points (A x B)	Max Points
I.	Planning & Preparation	<input type="text"/>	25%	0.00	0.75
II.	Educational Environment	<input type="text"/>	25%	0.00	0.75
III.	Delivery of Service	<input type="text"/>	25%	0.00	0.75
IV.	Professional Development	<input type="text"/>	25%	0.00	0.75
(1) Non Teaching Professional Observation and Practice Rating				0.00	3.00

- The “No Score” bubble should be completed for the Building Level Score (SPP).

(B) Student Performance/Multiple Measures - Building Level Data

Building Level Score ?	<input type="radio"/> Single Bldg <input checked="" type="radio"/> NO SCORE <input type="radio"/> Multiple Bldgs ?	0
(2) Building Level Score Converted to 3 Point Rating		0.00

- **At the end of the first semester, the principal will:**
  - select “Rating Temporary Professional Employee”
  - type in the beginning and ending date of the first semester
  - select a final rating of “Satisfactory” or “Unsatisfactory”
  - click the “Submit” button
  - print the evaluation and acquire the appropriate signatures

Rating: Professional Employee      Or       Rating: Temporary Professional Employee  
 I certify that the above-named employee for period beginning  and ending  has received a performance rating of:

Distinguished     Proficient     Needs Improvement     **FAILING**

resulting in a final rating of:  
 Satisfactory     Unsatisfactory

A performance rating of Distinguished, Proficient or Needs Improvements shall be considered satisfactory, except that the second Needs Improvement rating issued by the same employee within 10 years of the first final rating of Needs Improvement where the employee is in the same certification shall be considered unsatisfactory. A rating of Failing shall be considered unsatisfactory.

Date \_\_\_\_\_ Designated Teacher/Position: \_\_\_\_\_ Date \_\_\_\_\_ Chief School Administrator \_\_\_\_\_

I acknowledge that I have read the report and that I have been given an opportunity to discuss it with the rater. My signature does not necessarily mean that I agree with the performance evaluation.

Date \_\_\_\_\_ Signature of Employee \_\_\_\_\_

## 2. Non-Teaching Temporary Professional Employees: 2nd Semester 82-1.

### (A) Non Teaching Professional Observation and Practice

Domain	Title	*Rating* (A) ?	Factor (B)	Earned Points (A x B)	Max Points
I.	Planning & Preparation	<input type="text"/>	25%	0.00	0.75
II.	Educational Environment	<input type="text"/>	25%	0.00	0.75
III.	Delivery of Service	<input type="text"/>	25%	0.00	0.75
IV.	Professional Development	<input type="text"/>	25%	0.00	0.75
(1) Non Teaching Professional Observation and Practice Rating				0.00	3.00

- **The (2) Building Level Score will be added when the SPP is received from the state department of education (September).**

### (B) Student Performance/Multiple Measures - Building Level Data

Building Level Score ?	<input type="radio"/> Single Bldg <input type="radio"/> No Score <input type="radio"/> Multiple Bldgs ?	0
(2) Building Level Score Converted to 3 Point Rating		0.00

## 82-1 Finalization

- **Prior to May 15<sup>th</sup>, the principal will:**
  - select “Rating Temporary Professional Employees”
  - type in the beginning and ending date of the second semester
  - click the “Save” button
- **In September the principal will:**
  - add the Building Level Data (SPP)
  - select a final rating of “Satisfactory” or “Unsatisfactory”
  - click the “Submit” button
  - print the evaluation and acquire the appropriate signatures

Rating: Professional Employee      Or       Rating: Temporary Professional Employee  
 I certify that the above-named employee for period beginning  and ending  has received a performance rating of:

Distinguished     Proficient     Needs Improvement     **FAILING**

resulting in a final rating of:  
 Satisfactory     Unsatisfactory

A performance rating of Distinguished, Proficient or Needs Improvements shall be considered satisfactory, except that the second Needs Improvement rating issued by the same employee within 10 years of the first final rating of Needs Improvement where the employee is in the same certification shall be considered unsatisfactory. A rating of Failing shall be considered unsatisfactory.

Date \_\_\_\_\_ Designated Teacher/Position: \_\_\_\_\_ Date \_\_\_\_\_ Chief School Administrator \_\_\_\_\_

I acknowledge that I have read the report and that I have been given an opportunity to discuss it with the rater. My signature does not necessarily mean that I agree with the performance evaluation.

Date \_\_\_\_\_ Signature of Employee \_\_\_\_\_

### 3. Non-teaching Professional Employees

- Observation and Practice components of the 82-1 are completed before May 15<sup>th</sup>
- **The (2) Building Level Score will be added when the SPP is received from the state department of education (September).**

#### (C) Non Teaching Professional Effectiveness Rating - All Measures

Measure	Rating (C)	Factor (D)	Earned Points	Max Points
(1) Non Teaching Professional Observation and Practice Rating	0.00	80%	0.0000	2.4000
(2) Building Level Rating (or substitute)*	0.00	20%	0.0000	0.6000
Total Earned Points (truncated to two decimal places)			0.00	3.00

\*Substitutions permissible pursuant to 22 Pa. Code 19.3 (IV)(g)

### 82-1 Finalization

- **Prior to May 15<sup>th</sup>, the principal will:**
  - select **“Rating Professional Employee”**
  - type in the beginning and ending date of the school year
  - click the **“Save”** button
- **In September the principal will:**
  - add the **Building Level Data (SPP)**
  - select a final rating of **“Satisfactory”** or **“Unsatisfactory”**
  - click the **“Submit”** button
  - print the evaluation and acquire the appropriate signatures

Rating: Professional Employee Or  Rating: Temporary Professional Employee

I certify that the above-named employee for period beginning  and ending  has received a performance rating of:

Distinguished  Proficient  Needs Improvement  **FAILING**

resulting in a final rating of:

Satisfactory  Unsatisfactory

A performance rating of Distinguished, Proficient or Needs Improvements shall be considered satisfactory, except that the second Needs Improvement rating issued by the same employer within 10 years of the first final rating of Needs Improvement where the employee is in the same certification shall be considered unsatisfactory. A rating of **FAILING** shall be considered unsatisfactory.

Date \_\_\_\_\_ Designated Rater Position: \_\_\_\_\_ Date \_\_\_\_\_ Chief School Administrator

I acknowledge that I have read the report and that I have been given an opportunity to discuss it with the rater. My signature does not necessarily mean that I agree with the performance evaluation.

Date \_\_\_\_\_ Signature of Employee \_\_\_\_\_

**Important Deadlines and Dates**

	<b>End of 1<sup>st</sup> Semester: January 15, 2016</b>	<b>January 29, 2016</b>	<b>May 15, 2016</b>	<b>End of 2<sup>nd</sup> Semester: June 3, 2016</b>	<b>Last Staff Day 2015-2016 School Year</b>	<b>September 2016</b>
<b>Temporary Professional Employee (TPE)</b>	82-1	<p>DSAP Mid-Year progress update in PA-ETEP</p> <p>14 hours of DSAP completed, documented on implementation timeline, and submitted to building administrators.</p>	<p>DSAP Year-end progress report in PA-ETEP</p> <p>DSAP Portfolio</p> <p>SLO data summary sheet</p>	82-1	2016-2017 DSAP approved by building administrators	82-1(s) will be finalized pending release of data from the state
<b>Professional Employee</b>	N/A	<p>DSAP Mid-Year progress update in PA-ETEP</p> <p>14 hours of DSAP completed, documented on implementation timeline, and submitted to building administrators.</p>	<p>DSAP Year-end progress report in PA-ETEP</p> <p>DSAP Portfolio</p> <p>SLO data summary sheet</p>	82-1	2016-2017 DSAP approved by building administrators	82-1 will be finalized pending release of data from the state

## Additional Resources

<http://bwsdcurriculum.weebly.com/>

## Direct Links to PA-ETEP

For more information, about **differentiated observations**, please visit:

<https://paetep.net/resources/differentiated-observations/>

Getting Started Guide for Teachers: <https://paetep.net/getting-started-guide-teacher-differentiated/>

Getting Started Guide for Administrators: <https://paetep.net/getting-started-guide-for-supervisors-differentiated-observations/>

For more information, about **SLOs**, please visit: <https://paetep.net/resources/student-learning-objectives/>

Getting Started Guide for Teachers: <https://paetep.net/getting-started-guide-for-teachers-student-learning-objectives-slos/>

Getting Started Guide for Administrators: <https://paetep.net/getting-started-guide-for-supervisors-student-learning-objectives-slos/>

Educator Effectiveness

<http://www.education.pa.gov/Teachers%20-%20Administrators/Educator%20Effectiveness/Pages/default.aspx#.VmbCmbgrK1s>

NTPE

<http://www.education.pa.gov/Teachers%20-%20Administrators/Educator%20Effectiveness/Pages/Non-Teaching-Staff.aspx#.VmbC5LgrK1s>

PDE SAS

<http://www.pdesas.org/Frameworks/TeacherFrameworks/TeacherEffectiveness#frameworkSetStatements>