



Miami-Dade County Public Schools

Instructional Performance Evaluation and Growth System

IPEGS

Procedural Handbook

2015 Edition

Office of Professional Development and Evaluation

The School Board of Miami-Dade County, Florida

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PART I

PROCESS INTRODUCTION

The IPEGS Process

Miami-Dade County Public Schools' (M-DCPS) evaluation of all instructional personnel utilizes the Goals and Roles Assessment and Evaluation Model[®] (short title: Goals and Roles Model[®]) of evaluation developed by Dr. James Stronge, for collecting and presenting data to document performance that is based on well-defined performance standards.

The M-DCPS *Instructional Performance Evaluation and Growth System* (IPEGS) provides a balance between structure and flexibility. That is, it defines expectations and guides effective practice, thereby allowing for creativity and individual initiative. The goal is to support the continuous growth and development of each professional by monitoring, analyzing, and applying pertinent data compiled within a system of meaningful feedback.

Since the initial collaboration of M-DCPS/UTD to design and implement the IPEGS evaluation system, the Joint Committee on Standards for Educational Evaluation has met regularly. This systematic collaboration has made certain that IPEGS continues to meet its design goals, address legislative changes, and ensure equitable implementation.

In the past ten years due to numerous state laws and regulations (e.g., Senate Bill (SB) 736 – The Student Success Act) governing the evaluation criteria for teachers, IPEGS has undergone many modifications. As a result of this continuous collaboration and work of the Joint Committee, the following changes have been made:

- modification of the *Improving Professional Performance* process
- inclusion of iHEAT Initiative (following peer review and PRAP research/investigations)
- addition of a 2014-2015 Pilot for IPEGS Performance Standards Rating(s) Review Process
- replacement of Goal Setting Process with Value-Added-Model (VAM) scores (The Student Success Act of 2011 – formerly SB 736)
- modification of the evaluation process in accordance with House Bill (HB) 7069 – Education Accountability

All full-time instructional personnel are evaluated annually using the IPEGS process.

The primary purposes of IPEGS are to:

PURPOSES

- ◆ improve the quality of instruction
- ◆ ensure accountability for classroom/program performance
- ◆ increase student learning growth by improving the quality of instructional services
- ◆ contribute to successful achievement of the goals and objectives defined in the vision, mission, and goals of M-DCPS
- ◆ provide a basis for instructional improvement through productive instructional personnel appraisal and professional growth
- ◆ provide a collaborative process that promotes professional growth, instructional effectiveness, and improvement of overall job performance

IPEGS includes the following distinguishing characteristics:

- ◆ a focus on the relationship between professional performance and improved learner academic achievement
- ◆ performance standards specific to major instructional job categories
- ◆ sample indicators for each of the performance standards
- ◆ a system for documenting instructional personnel performance based on multiple data sources including evidence of improved student performance on the state and local achievement tests as required by Florida Statute §1012.34
- ◆ a procedure for conducting performance reviews that involves instructional personnel in the evaluation process, promotes professional improvement, and provides accountability
- ◆ a support system for providing assistance to the professional when appropriate

Throughout this handbook, the term “instructional personnel” is used interchangeably with other terms (see *Table 1: Interchangeable Terms Used in the Handbook*). IPEGS is designed to facilitate instructional personnel in identifying, designing, and reflecting upon their professional performance. The foundation of the system is the Goals and Roles Model[®]. Using the model, a series of performance standards was defined as well as documentation sources to use for assessing performance. Instructional personnel are responsible for submitting data (see page 19 “Documenting Performance”) to their administrators throughout the evaluation process.

For most instructional personnel, the administrator who will review the data sources is their site administrator; however, a site administrator can designate another administrator to review the data and make summative ratings recommendations. ***Instructional personnel are active participants in the evaluation process through collaborative meetings, input, and reflection.***

Site administrators are responsible for facilitating the IPEGS process. Two terms are commonly used in the handbook to refer to administrators; they are “site administrator” and “assessor” (see *Table 1: Interchangeable Terms Used in the Handbook*). The term “site administrator” is used when the function described may only be conducted by the site administrator (e.g., principal). The term “assessor” is used when the function described may be conducted by either the site administrator or the site administrator’s designee (e.g., assistant principal). For professionals assigned to more than one location, the payroll location site administrator has the overall evaluation responsibilities; however, the regional center or district may designate another administrator to collect documentation, make summative ratings recommendations, and meet with instructional personnel assigned to them. (See *Table 5: Observation by Contract Status on page 20.*)

The site administrator is responsible for informing the professional when the evaluation documentation should be given to another administrator. For example, in a school, the principal is responsible for the evaluation process and may assign assistant principals to conduct observations and make recommendations for summative ratings.

Although the site administrator has the overall responsibility for maintaining documentation, selected responsibilities can be delegated to a designee: scheduling evaluation-related meetings; providing feedback on performance throughout the year; making summative ratings; and submitting documentation to the appropriate district office. *However, the principal/site administrator makes the final determination of the ratings and recommendation for continued employment.*

Table 1: Interchangeable Terms Used in the Handbook

Professional	Site Administrator	Assessor
<ul style="list-style-type: none"> • Instructional personnel • Teacher • Instructional support personnel • Student services personnel 	<ul style="list-style-type: none"> • Principals • Regional center/district administrators responsible for the supervision of instructional personnel • Payroll location supervisor 	<ul style="list-style-type: none"> • Site administrator • Site administrator’s administrative designee(e.g., assistant principal)

THE FOUNDATION OF IPEGS: USING THE GOALS AND ROLES MODEL[®]

A meaningful and productive personnel evaluation system, such as that used for teachers and other instructional personnel in the M-DCPS, addresses the unique contributions of each employee to the achievement of the district's vision, mission, and core values. Additionally, the evaluation system focuses on opportunities for professional growth by employees within the system so that each can grow professionally and contribute in a productive fashion to school improvement plans and goals. The Goals and Roles Model[®] offers a practical, contemporary research-based model of personnel evaluation developed specifically to balance the unique role demands and professional growth needs of teachers and other instructional personnel (Stronge, 1997, 2005).

The following sections describe the conceptual framework of Goals and Roles[®] — the model upon which the instructional personnel evaluation system is built. This description merely reflects a conceptual framework; the details for the design and implementation of the performance evaluation system were developed in collaboration with the M-DCPS/UTD evaluation design committees and the administration to reflect the unique needs of the M-DCPS and its instructional personnel.

The realization that an organization's goals are met through the collective performance of all personnel is the basis of the Goals and Roles Model[®] developed by Dr. James Stronge. This model is based on more than two (2) decades of work with school systems and other educational organizations. The underlying assumptions are as follows:

- ◆ Effective evaluation promotes the growth and development of the individual and the school.
- ◆ A well-defined evaluation system:
 - provides a basis for an objective evaluation based on observable, job-related results, and its purposes are clearly established for the individual professional (Tucker & Stronge, 2005a).
 - makes the school accountable to its public and is legally defensible in its treatment of all employees (Beckham, 1985).
- ◆ Instructional personnel have a legal and ethical right to understand the criteria used to evaluate their performance (Florida Statute §1012.34).
- ◆ A unified evaluation process for all teachers and other instructional personnel across M-DCPS is a more efficient use of school resources and administrative and staff time than multiple evaluation systems.
- ◆ All instructional personnel deserve well-defined job descriptions, *ongoing systematic performance feedback*, and appropriate opportunities for improvement.

¹The Goals and Roles Model[®] was developed by and copyrighted to James H. Stronge. M-DCPS has been granted the right to use, revise, and/or modify the evaluation model and associated instrumentation as needed.

The key features that are incorporated in Goals and Roles[®] and that are emphasized in the design of IPEGS include:

Adaptability

The Goals and Roles Model[®] is both comprehensive and adaptable for use with a variety of educational positions. The Goals and Roles Model[®] has been adapted for use with three (3) main groups of M-DCPS instructional personnel: instructional support personnel¹, student services personnel², and teachers. Throughout the M-DCPS project, the three (3) design teams built on this key feature of adaptability by:

- ◆ accentuating the use of a uniform design for evaluating all instructional professionals;
- ◆ designing the performance assessment system for non-classroom instructional personnel (Stronge & Helm, 1990, 1991, 1992; Stronge & Tucker, 1995, 2003b); and
- ◆ designing evaluation strategies and processes that account for an educator's different levels of professional growth.

Systematic Approach to Evaluation

It is not feasible for school principals or other assessors to implement multiple evaluation systems with different requirements, guidelines, and methods. The six-step evaluation cycle of the Goals and Roles Model[®] provides an efficient, standardized method for implementing evaluation. While assessment forms and processes are differentiated for the various instructional positions, the evaluation model and protocol are standardized. This combination of standardizing the evaluation framework and customizing its application to fit specific position needs allows for a more valid and easy-to-use evaluation system while, at the same time, accounting for important distinctions in roles and responsibilities of various instructional personnel.

Emphasis on Communication Throughout the Evaluation Process

Performance appraisal systems should reflect the fundamental role that *effective communication* plays in every aspect of the evaluation process (Helms, 2005; McGrath, 1993). Since the goal of any evaluation is to continue successful job performance or improve less successful ones, **assessor-professional communication is essential**. Thus, opportunities for systematic communication between assessors and instructional personnel are built into IPEGS.

Technically Sound Evaluation Systems

While a conceptually sound and technically valid evaluation system does not guarantee effective evaluation, one that is flawed and irrational *will* guarantee failure. The Goals and Roles Model[®] is designed as an evaluation system that is conceptually and technically sound, and promotes the likelihood of achieving such desirable outcomes as those described in the guiding assumptions of the national Joint Committee on Standards for Educational Evaluation (2005).

¹Sample instructional support personnel job titles include, but are not limited to: activities directors, athletic directors, business managers, curriculum support specialists, educational specialists, instructional coaches, lead teachers, library/media specialists, special education program specialists, teacher trainers, and teachers on special assignment.

²Sample student services personnel job titles include, but are not limited to: art therapists, career specialists, counselors, occupational therapists, physical therapists, school psychologists, school social workers, speech/language pathologists, staffing specialists, and TRUST specialists.

Use of Multiple Data Sources

The design of the Goals and Roles Model[®] emphasizes multifaceted assessment techniques for documentation of job performance. The use of multiple sources of information:

- ◆ increases the validity of an evaluation for any professional educator;
- ◆ allows for differing documentation needs based on job responsibilities of particular positions (e.g., classroom teacher vs. school counselor); and
- ◆ provides for differentiation of performance for personnel at various points in their careers (Stronge & Tucker, 2003a).

While formal observation can provide a significant data source, too frequently it has represented the sole source of data collection under clinical supervision evaluation models. Multiple data sources are needed as no single source can adequately capture the complexities of instructional personnel's work (Peterson, 2005). The use of multiple sources of information is a key feature incorporated into the M-DCPS performance evaluation system for instructional personnel.

The proper use of multiple data sources in performance evaluation can dramatically improve the utility of the evaluation system for instructional personnel (e.g., through better performance feedback). Additionally, the use of multiple data sources can enhance the validity and reliability of the process, and offer a more defensible basis for evaluation decisions.

The instructional personnel performance evaluation process is based on the Goals and Roles Model[®] (Stronge, 1997, 2005), a six-step approach to performance assessment. A graphic representation of the model is provided in *Figure 1*. *Table 2* provides a brief description of each step.

Figure 1: Goals and Roles Model[®]

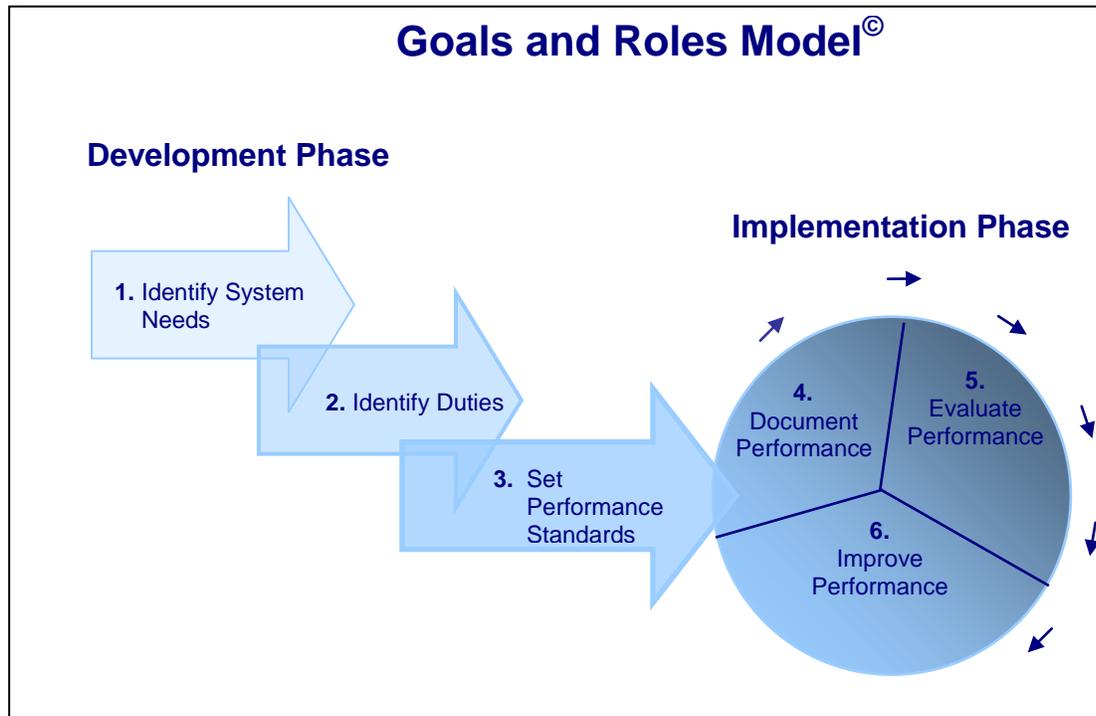


Table 2: Steps in the Goals and Roles Model®

<i>Development Phase</i>	
Step 1: Identify System Needs	<p>Determine the mission and goals of the school and school system as a prerequisite for the evaluation system to be relevant and responsive to public demands for accountability.</p> <p>REFERENCES: Castletter, 1996; Connellan, 1978; Danielson & McGreal, 2000; Goodale, 1992; Locke, 1968; Phi Delta Kappa National Study Committee on Evaluation, 1971; Seyfarth, 2002; Stronge, 1995</p>
Step 2: Develop Roles	<p>Translate the goals into professional roles and responsibilities - performance standards - for individual staff members.</p> <p>REFERENCES: Educational Review Office, 1998; Redfern, 1980; Scriven, 1988a, 1988b, 1991; Weiss & Weiss, 1998</p> <p>Select sample performance indicators that are both measurable and indicative of the job's roles.</p> <p>REFERENCES: Bolton, 1980; Cascio, 1998; Redfern, 1980; Sawyer, 2001; Stronge, 2005; Stronge & Tucker, 2003a; Valentine, 1992</p>
Step 3: Set Performance Standards	<p>Determine level(s) of performance within each job responsibility to be recognized by the assessor.</p> <p>REFERENCES: Cambron-McCabe, McCarthy, & Thomas, 2004; Joint Committee on Standards for Educational Evaluation, 1988; Manatt, 1988; Phi Delta Kappan National Study on Evaluation, 1971</p>
<i>Implementation Phase</i>	
Step 4: Document Performance	<p>Using multiple data sources, record sufficient information about the individual's performance to support ongoing professional development and to justify personnel decisions.</p> <p>REFERENCES: Conley, 1987; Peterson, 2000; Stronge & Tucker, 2003; Tucker & Stronge, 2005a; Wilkerson, Manatt, Rogers, & Maughan, 2000</p>
Step 5: Evaluate Performance	<p>Compare the individual's job performance with acceptable performance standards.</p> <p>REFERENCES: Castletter, 1996; Danielson & McGreal, 2000; Frels & Horton, 1994; Medley, Coker, & Soar, 1984; Scriven, 1973, 1995; Tucker & Stronge, 2005b; Valentine, 1992</p>
Step 6: Improve and Maintain Performance & Professional Service	<p>Emphasize program improvement through accountability and professional development. This step brings the performance assessment process full cycle.</p> <p>REFERENCES: Colby, Bradshaw, & Joyner, 2002; Hunter, 1988; Iwanicki, 1990; Johnson, 1997; McGreal, 1988; Stronge, 2005; Stufflebeam, & Sanders, 1990</p>

IDENTIFYING INSTRUCTIONAL PROFESSIONAL PERFORMANCE STANDARDS

Clearly defined performance standards for personnel constitute the foundation for the instructional personnel evaluation system. A fair and comprehensive evaluation system provides sufficient detail, accuracy, and **opportunities for collegial conversations** so that both professionals and assessors reasonably understand the standards. The following are the IPEGS performance standards:

PERFORMANCE STANDARDS

Performance standards refer to the major duties performed and vary based on the role of the professional: teacher, instructional support personnel, or student services personnel.

Performance Standards for Teachers

For teachers, there are eight performance standards which are described below.

The performance standards address various Florida Statutes such as:

- The “rigorous reading requirement” for middle grades teachers in Performance Standard 3
Florida Statute §1003.4156
- The use of technology in the classroom in Performance Standard 4
Florida Statute §1012.98
- The use of state assessment data in Performance Standards 1 and 5
Florida Statute §1008.22
- The collaboration with students’ families in Performance Standard 6
Florida Statute §1012.34

PERFORMANCE STANDARD 1: LEARNER PROGRESS

The work of the teacher results in acceptable and measurable learner progress as specified in F.S. §1012.34.

PERFORMANCE STANDARD 2: KNOWLEDGE OF LEARNERS

The teacher identifies and addresses the needs of learners by demonstrating respect for individual differences, cultures, backgrounds, and learning styles.

PERFORMANCE STANDARD 3: INSTRUCTIONAL PLANNING

The teacher uses appropriate curricula (including state reading requirements, if applicable), instructional strategies, and resources to develop lesson plans that include goals and/or objectives, learning activities, assessment of student learning, and home learning in order to address the diverse needs of students.

PERFORMANCE STANDARD 4: INSTRUCTIONAL DELIVERY AND ENGAGEMENT

The teacher promotes learning by demonstrating accurate content knowledge and by addressing academic needs through a variety of appropriate instructional strategies and technologies that engage learners.

PERFORMANCE STANDARD 5: ASSESSMENT

The teacher gathers, analyzes, and uses data (including state and local assessment data, as applicable) to measure learner progress, guide instruction, and provide timely feedback.

PERFORMANCE STANDARD 6: COMMUNICATION

The teacher communicates effectively with students, their parents or families, staff, and other members of the learning community.

PERFORMANCE STANDARD 7: PROFESSIONALISM

The teacher demonstrates behavior consistent with legal, ethical, and professional standards and engages in continuous professional growth.

PERFORMANCE STANDARD 8: LEARNING ENVIRONMENT

The teacher creates and maintains a safe learning environment while encouraging fairness, respect, and enthusiasm.

Performance Standards for Instructional Support Personnel

For instructional support personnel, there are seven performance standards which are described below.

The performance standards address various Florida Statutes such as:

- The use of technology in the classroom in Performance Standard 4 Florida Statute §1012.34
- The use of state assessment data in Performance Standards 1 and 5 Florida Statute §1008.22
- The collaboration with students' families in Performance Standard 6 Florida Statute §1012.34

PERFORMANCE STANDARD 1: LEARNER PROGRESS

The work of the instructional support professional results in acceptable and measurable learner or program progress as specified in F.S. §1012.34.

PERFORMANCE STANDARD 2: KNOWLEDGE OF LEARNERS

The instructional support professional identifies and addresses the needs of the target learning community by demonstrating respect for individual differences, and understanding of cultures, backgrounds, and learning styles.

PERFORMANCE STANDARD 3: PROGRAM MANAGEMENT

The instructional support professional plans, organizes, promotes, and manages programs and/or services to meet the diverse needs of all learners.

PERFORMANCE STANDARD 4: PROGRAM DELIVERY

The instructional support professional uses knowledge of subject/content/field/ technology to implement services for the targeted learning community consistent with established standards and guidelines.

PERFORMANCE STANDARD 4: PROGRAM DELIVERY

The instructional support professional uses knowledge of subject/content/field/ technology to implement services for the targeted learning community consistent with established standards and guidelines.

PERFORMANCE STANDARD 5: ASSESSMENT

The instructional support professional gathers, analyzes, and uses data (including state assessment data, if applicable) to measure and guide learner or program progress, and to provide timely feedback.

PERFORMANCE STANDARD 6: COMMUNICATION

The instructional support professional communicates effectively with learners, their parents or families, staff, and other members of the learning community.

PERFORMANCE STANDARD 7: PROFESSIONALISM

The instructional support professional demonstrates behavior consistent with legal, ethical, and professional standards and engages in continuous professional growth.

Performance Standards for Student Services Personnel

For all student services personnel, there are seven performance standards which are described below.

The performance standards address various Florida Statutes such as:

- The use of technology in the classroom in Performance Standard 4 Florida Statute §1012.98
- The use of state assessment data in Performance Standards 1 and 5 Florida Statute §1008.22
- The collaboration with students' families in Performance Standard 6 Florida Statute §1012.34

PERFORMANCE STANDARD 1: LEARNER PROGRESS

The work of the student services professional results in acceptable and measurable learner or program progress as specified in F.S. §1012.34.

PERFORMANCE STANDARD 2: KNOWLEDGE OF LEARNERS

The student services professional identifies and addresses the needs of the target learning community by demonstrating respect for individual differences, and understanding of cultures, backgrounds, and learning styles.

PERFORMANCE STANDARD 3: PROGRAM MANAGEMENT

The student services professional plans, organizes, and manages programs and/or services to meet the diverse needs of all learners.

PERFORMANCE STANDARD 4: PROGRAM DELIVERY

The student services professional uses knowledge of subject/content/field/technology to implement services for learners and the learning community consistent with established standards and guidelines.

STANDARD 5: ASSESSMENT

The student services professional gathers, analyzes, and uses data (including state and local assessment data, if applicable) to measure and guide learner or program progress, and to provide timely feedback.

PERFORMANCE STANDARD 6: COMMUNICATION

The student services professional communicates effectively with learners, their parents or families, staff, and other members of the learning community and advocates for learners.

PERFORMANCE STANDARD 7: PROFESSIONALISM

The student services professional demonstrates behavior consistent with legal, ethical, and professional standards and engages in continuous professional growth.

Alignment of the Performance Standards to the Florida Educator Accomplished Practices

The Miami-Dade County *Public Schools* instructional professional performance standards are aligned with the six (6) Florida Educator Accomplished Practices (FEAPs). The FEAPS are interdependent, and therefore aligned to multiple performance standards. The roles and responsibilities of the classroom teacher, instructional support personnel, and student services personnel differ in some critical ways. Therefore, the performance standards and indicators applicable to each position also differ. Please refer to Tables 3A, 3B, and 3C below for information regarding the alignment between the FEAPs and IPEGS Performance Standards applicable to each position.

A Florida State Board Rule identifies 6 “essential practices of effective teaching.” They are called *The Educator Accomplished Practices*.

6A-5.065
Florida State Board Rule

The Florida Educator Accomplished Practices are incorporated into the Performance Standards for classroom teachers, instructional support personnel, and student services personnel, as appropriate for each job assignment, with corresponding sample performance indicators to inform the observation and evaluation process.

Table 3A: Alignment of the Florida Educator Accomplished Practices and the IPEGS Performance Standards for Teachers:

Florida Educator’s Accomplished Practices	Eight IPEGS Performance Standards							
	Learner Progress	Knowledge of Learners	Instructional Planning	Instructional Delivery and Engagement	Assessment	Communication	Professionalism	Learning Environment
1. Instructional Design and Lesson Planning	X	X	X		X			
2. The Learning Environment		X		X		X		X
3. Instructional Delivery and Facilitation	X	X	X	X	X			
4. Assessment	X	X	X	X	X	X		
5. Continuous Professional Improvement	X		X	X	X	X	X	
6. Professional Responsibility and Ethical Conduct							X	

Table 3B: Alignment of the Florida Educator Accomplished Practices and the IPEGS Performance Standards for Instructional Support Professionals:

Florida Educator’s Accomplished Practices	Seven IPEGS Performance Standards						
	Learner Progress	Knowledge of Learners	Program Management	Program Delivery	Assessment	Communication	Professionalism
1. Instructional Design and Lesson Planning	X	X	X	X	X	X	X
2. The Learning Environment		X		X		X	X
3. Instructional Delivery and Facilitation	X	X	X	X	X	X	X
4. Assessment		X			X	X	X
5. Continuous Professional Improvement	X	X	X	X		X	X
6. Professional Responsibility and Ethical Conduct		X	X				X

Table 3C: Alignment of the Florida Educator Accomplished Practices and the IPEGS Performance Standards for Student Services Professionals:

Florida Educator’s Accomplished Practices	Seven IPEGS Performance Standards						
	Learner Progress	Knowledge of Learners	Program Management	Program Delivery	Assessment	Communication	Professionalism
1. Instructional Design and Lesson Planning	X	X	X		X	X	X
2. The Learning Environment		X				X	X
3. Instructional Delivery and Facilitation		X			X	X	X
4. Assessment			X	X	X	X	X
5. Continuous Professional Improvement		X	X			X	X
6. Professional Responsibility and Ethical Conduct		X	X			X	X

PERFORMANCE INDICATORS Performance indicators have been developed (see *Part II*) to provide examples of observable, tangible behaviors. That is, the performance indicators are examples of the types of performance that may occur if a standard is being successfully met. Part II of the handbook contains a section called “Contemporary Effective Teacher Research” that highlights the research base for the performance standards and accompanying performance indicators. Both assessors and professionals may consult the performance indicators for clarification of performance expectations.

Ratings are NOT made at the performance indicator level but at the performance standard level (see page 27 “Definitions of Terms Used in Rating Scale”). The list of performance indicators is not exhaustive. Further, all professionals are not expected to demonstrate each performance indicator.

DOCUMENTING PERFORMANCE

A fair and equitable performance evaluation system for the role of a professional acknowledges the complexities of the job. Thus, multiple data sources are necessary to provide for a comprehensive and authentic “performance portrait” of the instructional professional’s work. The sources of information briefly described in *Table 4* include performance measures defined in state statute for learner progress, observable performance indicators of effective instructional practice and additional data sources regarding teaching and learning as a means of providing accurate feedback on instructional professional performance.

Table 4: Data Sources for Instructional Professionals

<i>Data Source</i>	<i>Definition</i>
Learner Progress	Pursuant to state statutes 1012.34 and 1008.22, as amended in 2011 under the Student Success Act and updated in 2015 through House Bill (HB) 7069, at least one-third (1/3) of an instructional personnel’s final performance evaluation must be based on student learning growth assessed annually and measured by statewide assessments or, for subjects not measured by statewide assessments, by district assessments.
Observations	<p>Pursuant to state statute, at least one-third (1/3) of the final performance evaluation must include indicators based upon each of the Florida Educator Accomplished Practices. For instructional personnel who are not classroom teachers, evaluation criteria must be based upon indicators of the Florida Educator Accomplished Practices as defined in state statute 1012.01.</p> <p>Observations for teachers are centered around the seven performance standards, with direct focus on Performance Standards 2, 3, 4, and 8. For instructional support personnel and student services personnel, observations are centered around six performance standards, with direct focus on Performance Standards 2, 3, and 4. Observations may be conducted in either instructional or non-instructional settings, and may be scheduled or unscheduled visits.</p>
Required Documentation	The Required Documentation includes specific required artifacts that provide evidence of meeting selected performance standards.
Parental Input	Parental input is gathered through the use of the <i>School Climate Survey</i> , the Educational Excellence School Advisory Council (EESAC) participation and the Open House Parent Academy Survey in schools, as applicable. Professionals show examples of communication with parents as reflected on their communication evidence.

Pursuant to state statutes 1012.34 and 1008.22, as amended in 2011 under the Student Success Act, and updated in 2015 through House Bill (HB) 7069, at least one-third (1/3) of an instructional personnel’s final performance evaluation must be based on student learning growth assessed annually and measured by statewide assessments or, for subjects not measured by statewide assessments, by district assessments.

OBSERVATIONS

The *Observation of Standards Forms for Teacher, Instructional Support Personnel, and Student Services Personnel* (see page 78 Part IV) are used to provide targeted feedback on professionals’ work relating to the performance standards. Given the complexity of the job responsibilities of the professionals, an assessor will observe multiple standards in a formal observation. Evidence of

performance standards 2, 3, 4, and 8 for classroom teachers and performance standards 2, 3, and 4 for instructional support personnel and student services personnel will be collected and noted on the *Observation of Standards Form*. An assessor must make notes (evidence must include descriptive language and may be positive or negative) regarding all observable performance standards on the *Observation of Standards Form*; however, the assessor may choose to defer notes to the *Summative Performance Evaluation* form and/or *Documentation Cover Sheet* on the non-observable performance standards. For those performance standards where notes are made, the notes must be descriptive and detailed as related to the standard(s) observed. During the post-observation meeting, the professional and the assessor will discuss the observation.

No ratings are given during the post-observation meeting as assessors use multiple data sources collected throughout the year to determine ratings at the end of the school year (see page 26 “*Making Summative Decisions*”).

Assessors are to assess the performance standards by observing instruction, performance of students, and other applicable indicators at various times throughout the evaluation cycle. The standards that are not directly observed during the formal observation may be discussed during the post-observation meeting. Additionally, the professional’s Deliberate Practice Growth Target (DPGT) can be discussed and, if necessary, modified as a result of the post-observation meeting.

Observations may be scheduled or unscheduled but must be consistent within the school. No formal observation/evaluation shall be conducted during an employee’s first ten (10) days of student attendance.

Observation Schedule

The minimum number of required observations varies by contract status (see *Table 5*). Language regarding contract status has been modified in alignment with the Student Success Act of 2011 (formally SB 736), a copy of which is provided in Appendix A.

Table 5: Observation by Contract Status

Contract Status	Required Number of Observations a Year	Timeframe*
Probationary Contract	2	1 per semester, concluding by the end of the third grading period
Annual Contract	1	By the end of the third grading period
Professional Service Contract	1	By the end of the third grading period
Continuing Contract	1	By the end of the third grading period

*If extreme extenuating circumstances exist for not meeting the observation timeframe, the site administrator must contact the appropriate Region Center and the Labor Relations office, prior to conducting the observation. Labor Relations will communicate this request to the UTD.

*Exceptions to the timeframe may exist; refer to the current Office of Professional Standards (OPS) Manual. (Relevant sections of the OPS Manual have been included in this handbook to facilitate the FDOE review.)

Documenting Observations

The professional and the assessor will meet to discuss the observation within ten (10) calendar days of the observation. The assessor may ask the professional to bring a copy of the lesson plan/planning document to the meeting. Professionals will have the right to present additional information/documents about what was observed and notes on the *Observation of Standards Form*. Any written response(s) provided by the professional shall be attached to the form and placed in

the personnel file. Professionals receive a copy of the completed form from their assessor at the conclusion of the post-observation meeting.

A required observation constitutes a minimum of twenty (20) consecutive minutes. Where appropriate, the observation could last longer. The observation should cover an appropriate sample of the professional's work. Additionally, more than the minimum number of required observations may occur, as appropriate.

REQUIRED DOCUMENTATION The purpose of the *Required Documentation (IPEGS Documentation Cover Sheet)* (see page 84 Part IV) is to provide evidence of performance related to specific standards. Documentation is not required for all performance standards as other data sources may be used. The required items provide assessors with additional information they likely would not receive during an observation. Specifically, the collection of documentation provides the professional with an opportunity for self-reflection, demonstration of quality work, and a basis for two-way communication with an assessor. The emphasis is on the quality of work, not the quantity of materials presented. Specific items are required of all professionals to be submitted and stapled to the *Documentation Cover Sheet*, which serves as the transmittal. They are:

- **Deliberate Practice Growth Target (DPGT)**
Guidelines for development of the DPGT and documentation of professional development activities are provided on page 74. The DPGT should be reviewed and discussed throughout the school year to best support professional development/growth. Potential modifications to the DPGT based on observations, student data, and changes in job assignment and/or professional growth targets may also be discussed. Professionals may choose to engage in professional growth activities beyond those delineated in the DPGT, but these will not supersede the required activities of the DPGT.

To count as a professional development activity for the DPGT, Master Plan Points (MPPs), college/university credit or continuing education units (CEUs) should have been offered to the participating professional. In addition to the DPGT requirements, professionals may provide evidence of other activities that result in professional growth. Professionals maintain their own documentation of professional development/growth using such items as: Center for Professional Learning record of inservice/PD History, workshop certificates, college/university transcripts, conference certificates, or National Board Certification.

- **Communication**
Provide evidence of how the professional communicates with stakeholders. A sample form is provided on page 78 Part IV. Professionals who document contacts with stakeholders (e.g., colleagues, parents/guardians, administrators) in another format (e.g., bulleted list, narrative paragraph/well written summary or log) should share their method and/or documentation in that format. ***Professionals are not required to use the sample communication log. The key is for the professional to provide evidence of effective and consistent communication to the assessor.***

The required documentation is used to organize the multiple data sources included in the summative evaluation. If additional information is requested for clarification, the format for that information remains at the discretion of the professional; this may include examples of existing documentation.

The documents are submitted to the assessor 35 calendar days prior to the last day of the school year for professionals. Assessors review the required documentation items and make notes on the *Documentation Cover Sheet*. The assessor maintains the *Documentation Cover Sheet* and returns the original documents submitted, along with a copy of the *Documentation Cover Sheet*, to the professional by the last day of the school year for professionals.

For reasons of confidentiality, any documents that contain personal information about individuals other than the employee are to be returned to the employee upon completion of the summative evaluation meeting or redacted, as appropriate.

PARENTAL INPUT

The purpose of parental input is to collect information that will help teachers reflect on their practice (i.e., for formative evaluation); in other words, to provide feedback directly to the employee for professional growth and development.

Parents must be given “an opportunity to have input into employee performance assessments when appropriate.”
Florida Statute §1012.34

Parental input is gathered through the use of the *School Climate Survey*, the Educational Excellence School Advisory Council (EESAC) participation and the Open House Parent Academy Survey in schools, as applicable. Professionals show evidence of communication with parents as reflected on their communication documentation.

Some performance standards are best documented through observation (e.g., Performance Standard 8: Learning Environment); other standards may require additional documentation techniques (e.g., Performance Standard 5: Assessment).

Formal evaluation of performance quality typically occurs at the summative evaluation stage, which comes at the end of the evaluation cycle (e.g., school year). The ratings for each performance standard are based on multiple sources of information and are completed only after pertinent data from all sources have been reviewed.

Note: Because learner progress data may or may not be available at the time of the summative evaluation meeting, state statute provides that the evaluator may amend an evaluation based upon assessment data from the current school year if the data become available within 90 days after the close of the school year.

INTEGRATION OF DATA

The integrated data constitute the evidence used to determine the performance ratings for the summative evaluation for professionals (see *page 89 Part IV Summative Performance Evaluation-Teacher, Instructional Support Personnel, Student Services Personnel*). Further details on the rating process are provided in subsequent sections of this handbook.

Summative evaluation meetings are to be conducted by assessors no later than seven (7) calendar days prior to the last day of the school year for the professionals. Table 6 details the work plan to be followed (see *page 26 IPEGS Work Plan*).

Modifications for Unique Teaching Conditions

Modifications to the evaluation process are made for instructional personnel in unique teaching conditions, such as professionals going on leave/returning from leave. Observations should be completed as close to the established timeline as possible in the event the professional is going on leave/returning from leave. If assessors have completed the required formal observation(s) and a professional's work assignment changes within the same worksite, assessors are not required to complete an additional formal observation.

Documentation for Instructional Support Personnel and Student Services Personnel

IPEGS is the evaluation system used for all instructional personnel, including Instructional Support Personnel (e.g., activities directors, instructional coaches, lead teachers, library/media specialists, etc.) and Student Services Personnel (e.g., art therapists, career specialists, counselors, school psychologists, etc.). However, the nature and duties of these positions differ from those of the classroom teacher. Therefore, the performance standards applicable to the appropriate evaluative process for personnel in these positions also differ. These differences are incorporated into the corresponding documents: *Observation of Standards Form* and the *Summative Performance Evaluation Form* which may be found in *Part IV* of the handbook. It is the responsibility of the assessor to ensure the correct documentation forms are used in this process.

Instructional Personnel New to M-DCPS

New instructional personnel participate in a district comprehensive orientation session at the beginning of the school year; otherwise, it is the responsibility of the site administrator to send new instructional personnel to IPEGS district training. The orientation consists of written and oral explanations of IPEGS. Additionally, new instructional personnel will participate in two (2) observations (see *Table 5* on *page 20*) and two (2) evaluations in their first year of teaching. The first evaluation is formative for new instructional personnel and will be conducted after the first observation.

“All personnel must be fully informed of the criteria and procedures associated with the assessment process before the assessment takes place.”

Florida Statute §1012.34

If the professional transfers within M-DCPS, the documentation is to be forwarded to the receiving school/worksite administrator. At the end of an evaluation cycle, the site administrator retains the originals of *Deliberate Practice Growth Target*, *Documentation Cover Sheet*, *Observation of Standards Form(s)-Teacher*, *Instructional Support Personnel*, *Student Services Personnel*, *Formative Performance Evaluation-Probationary Contract Teachers*, *Probationary Contract Instructional Support Personnel*, *Probationary Contract Student Services Personnel*, and *Summative Performance Evaluation-Teacher*, *Instructional Support Personnel*, *Student Services Personnel* forms at the school/worksite. Copies of these forms and all original attachments to the documentation cover sheet are returned to the professional by the last day of the school year for the professional. *Table 6* on *page 25* is the *IPEGS Work Plan*. This table delineates the timeline, activities, and tasks/documentation that must be completed during the evaluation cycle. Storage of records is as follows:

Storage of Records

- Site personnel file: completed *DPGT, Documentation Cover Sheet, Observation of Standards Form(s)*(as appropriate for the professional's position), *Formative Performance Evaluation* (as appropriate for the probationary professional's position) *Summative Performance Evaluation* (as appropriate for the professional's position) copy and any written response(s) provided by the professional. Completed *Request to Review IPEGS Performance Standard Rating(s) Form for 2014-2015 Pilot*, if applicable.
- District Personnel Records Department: original *Summative Performance Evaluation* (as appropriate for the professional's position) form to be sent according to the district's end-of-year calendar/procedures and any written response(s) provided by the professional. Completed *Request to Review IPEGS Performance Standard Rating(s) Form for 2014-2015 Pilot*, if applicable.

All other original material/documentation is to be returned to the professional.

Table 6: IPEGS Work Plan

Timeline*	Activity	Task or Document	Responsibility of (A) Assessor or (P) Professional	
			A	P
Within the first thirty (30) calendar days of the instructional professional's employment when students are in attendance	Develop and submit the DPGT based upon student data, prior year's IPEGS Summative Evaluation, and School Improvement Plan	<i>DPGT-FM 7575</i>		✓
By the end of the first grading period	Review and sign the initial DPGT	<i>DPGT-FM 7575</i>	✓	✓
By the end of the first grading period	Observation of new (Probationary Contract Status) teachers, instructional support personnel and student services personnel new to M-DCPS with post-observation meeting. Please note that when the observation is completed, the post-observation meeting must take place within the next 10 calendar days. The Formative Performance Evaluation can be completed at the post-observation meeting or at a subsequent meeting prior to the end of the first semester	<i>Observation of Standards Form-Teacher-FM 7315 Instructional Support Personnel-FM 7313 Student Services Personnel-FM 7314</i>	✓	
Within the first forty-five (45) calendar days of the instructional professional's reporting to a new work location	Observation of instructional professionals (teachers, instructional support personnel and student services personnel) new to a school site or other work location with post-observation meeting	<i>Observation of Standards Form-Teacher-FM 7315 Instructional Support Personnel-FM 7313 Student Services Personnel-FM 7314</i>	✓	
By the end of the first semester	Formative Evaluation of Probationary Contract Status Professionals – teachers, instructional support personnel, and student services personnel – must be completed by the deadline	<i>Formative Performance Evaluation (FPE) Form Teacher –FM 7321 Instructional Support Personnel –FM 7319 Student Services Personnel –FM 7320</i>	✓	
By the end of the third grading period	Second observation of Probationary Contract Professionals with post-observation meeting Observation of annual contract, professional service contract, and continuing contract teachers with post-observation meeting	<i>Observation of Standards Form-Teacher-FM 7315 Instructional Support Personnel-FM 7313 Student Services Personnel-FM 7314</i>	✓	
At least 35 calendar days prior to the last day of the school year for professionals	Submission of the completed <i>Documentation Cover Sheet</i>	<i>Documentation Cover Sheet-FM 7407 and related documents (i.e., evidence of communication, DPGT-FM 7575 with evidence of professional development)</i>		✓
By no later than (seven) 7 calendar days prior to the last day of the school year for professionals	Complete all summative evaluation meetings	<i>Summative Performance Evaluation Form-Teacher-FM 7317 Instructional Support Personnel-FM 7316 Student Services Personnel-FM 7318 Documentation Cover Sheet-FM 7407 Site administrator submits the signed original Summative Performance Evaluation forms to Personnel Records as indicated by the district calendar/procedures</i>	✓	

*See Office of Professional Standards (OPS) Procedures Handbook for specific dates

MAKING SUMMATIVE DECISIONS

Two major considerations apply when assessing job performance during summative evaluation:

- 1) the performance standards and
- 2) the documentation of the actual performance of the standards (student performance data, observations, required documentation).

The performance appraisal rubric (see *page 41 Part II*) provides a description of well-defined performance standards for instructional professionals.

The Summative Performance Evaluation Process results in a single unified rating. Pursuant to state statutes 1012.34 and 1008.22., as amended in 2011 under the Student Success Act and updated in 2015 through House Bill 7069, at least one-third (1/3) of an instructional personnel's final performance evaluation must be based on student learning growth and at least one-third (1/3) must be based on professional practices.

*Therefore, in IPEGS, three components are weighted in the final Summative Performance Evaluation. They are **Learner Progress** (Performance Standard 1); **Professional Practices** (Performance Standards 2 through 8 for Teachers or Performance Standards 2 through 7 for Instructional Support Personnel and Student Services Personnel); and **other indicators of performance**, including a **Deliberate Practice Growth Target (DPGT)**. The weight for each of the three components will be determined jointly by M-DCPS and UTD on an annual basis.*

*After the three IPEGS components: **Learner Progress** (PS 1), **Professional Practices** (PS 2-7 or PS 2-8), and **other indicators of performance**, including DPGT are determined, a single Unified Summative Rating (USR) is assigned.*

The annual USR range (cut scores) will be determined jointly by M-DCPS and UTD, after the Value-Added Model scores are provided by the state.

IPEGS uses a rating scale to describe four levels of how well the standards (i.e., job duties/responsibilities) are performed on a continuum from **highly effective** to **unsatisfactory**. The use of the scale enables assessors to acknowledge instructional professionals who exceed expectations (**highly effective**), identify those who meet the standard (**effective**), identify those who need assistance/support to meet the standard in an effective manner (**developing/needs improvement**), and assign the lowest level to instructional professionals who consistently do not meet expectations (**unsatisfactory**).

The following sections define the four levels, provide detailed information about the performance of expectations for improvement purposes, and describe the decision-making process for assessing performance. **PLEASE NOTE: Ratings are applied to individual performance standards, NOT performance indicators. Performance indicators only inform assessors as to examples of performance relevant to the standards. Further, the assessor determines the degree to which the performance standard is being performed based on the evidence.**

The site administrator uses four levels when assessing performance of standards (i.e., **highly effective**, **effective**, **developing/needs improvement**, **unsatisfactory**). Table 7 offers general descriptions of those ratings (see *page 27 Definitions of Terms Used in Rating Scale*).

Who Decides on the Ratings?

The site administrator has the ultimate responsibility for ensuring that IPEGS is executed faithfully and effectively in the school/worksite. For an evaluation system to be meaningful, it must provide its users with **relevant and timely feedback**. Administrators, such as assistant principals, may be designated as the assessors to supervise, monitor, and assist with the multiple data source collection.

Table 7: Definitions of Terms Used in Rating Scale

Rating	Description	Performance Characteristics
Highly Effective	The professional performs at level that consistently models initiative raises performance through expanding knowledge, and improves individual and/or school effectiveness in a manner that is consistent with the state’s and the school district’s mission and goals.	High-quality performance: <ul style="list-style-type: none"> ◆ exceeds the requirements contained in the standard as expressed in the evaluation criteria ◆ consistently seeks opportunities to learn and apply new skills ◆ consistently exhibits behaviors that have a positive impact on learners and the school climate
Effective	The professional performs in a manner that demonstrates competence and expertise in meeting the standard in a manner that is consistent with the state’s and the school district’s mission and goals.	Effective performance: <ul style="list-style-type: none"> ◆ meets the requirements contained in the job description as expressed in the evaluation criteria ◆ demonstrates willingness to learn and apply new skills ◆ exhibits behaviors that have a positive impact on learners and the school climate
*Developing/ Needs Improvement	The professional needs assistance/support to meet the standard in an effective manner that is consistent with the state’s and the school district’s mission and goals.	Improving/Developing performance: <ul style="list-style-type: none"> ◆ attempts to meet the requirements contained in the job description as expressed in the evaluation criteria ◆ at times demonstrates willingness to learn and apply new skills ◆ inconsistently exhibits behaviors that have a positive impact on learners and the school climate
Unsatisfactory	The professional consistently performs below the established standard or in a manner that is inconsistent with the state’s and the school district’s mission and goals.	Poor-quality performance: <ul style="list-style-type: none"> ◆ fails to meet the requirements contained in the standard as expressed in the evaluation criteria ◆ fails to demonstrate willingness to learn and apply new skills ◆ consistently exhibits behaviors that have a negative impact on learners and the school climate

* Pursuant to the Student Success Act, created in F.S. 1012.335, a rating of “*Developing*” may only be assigned to professionals in their first three (3) years of teaching.

The performance rubric is a tool to guide the site administrators’ rating of professional performance for the summative evaluation.

The rating for IPEGS Performance Standard 1: Learner Progress is assigned to the instructional professional in accordance with the applicable student performance data and rating guidelines. The applicable data sources and processes for this measure are determined by state statutes.

A performance rubric is provided for the remaining standards: Performance Standards two (2) through eight (8) for teachers; Performance Standards two (2) through seven (7) for instructional support personnel; and Performance Standards two (2) through seven (7) for student services personnel. Part II of the handbook includes rubrics related to each of these performance standards as they apply to teachers (Section II-A), instructional support personnel (Section II-B), and student services personnel (Section II-C). The performance rubric is a behavioral summary scale that describes performance levels for each performance standard. It states the measure of performance expected of professionals for each standard and provides a description of what a rating entails. The rating scale is applied for the summative evaluation.

Please note: The rating description for “effective” is the actual performance standard.

Site administrators make decisions about performance standards two (2) through eight (8) for teachers and standards two (2) through seven (7) for instructional support personnel and student services personnel based on all available evidence. The site administrator rates a professional’s performance for the summative evaluation after collecting information through multiple data sources (e.g., observation, required documentation, submissions by the professional, and other relevant sources).

In preparation for the summative evaluation meeting, the site administrator, in collaboration with the assessor(s), applies the four-level rubric to evaluate performance on all professional standards [see *Summative Performance Evaluation* forms in Part IV for teachers (Section IV-A), instructional support personnel (Section IV-B), and student services personnel (Section IV-C)]. The results of the evaluation are discussed with the professional at a summative evaluation meeting. The performance rubrics guide assessors in assessing *how well* a standard is performed. They are provided to increase reliability among assessors and to help teachers to focus on ways to enhance their professional practice. An example of the rubric for Performance Standard 7 follows:

PERFORMANCE STANDARD 7: PROFESSIONALISM

Highly Effective <i>In addition to meeting the standard</i>	Effective <i>The description is the actual performance standard</i>	Developing/Needs Improvement	Unsatisfactory
The teacher consistently demonstrates a high level of professionalism, contributes to the professional growth of others, and/or assumes a leadership role within the learning community.	The teacher demonstrates behavior consistent with legal, ethical, and professional standards and engages in continuous professional growth.	The teacher often does not display professional judgment or only occasionally participates in professional growth.	The teacher fails to adhere to legal, ethical, or professional standards, including all requirements for professional growth.

Completing the Summative Report

Prior to the summative evaluation meeting with the professional, the assessor reviews the multiple data sources that have been collected (e.g., observation form, student growth data, if available, etc.) and submitted (e.g., items specified as required documentation). The assessor checks the appropriate boxes on the applicable *Summative Performance Evaluation* form to indicate which items were reviewed. Additionally, the assessor may consider additional data sources provided by the professional. When other data sources are used, the assessor may note their use either by writing the data source in the line next to “Other” on the first page of the form and/or in the “Comments” section under a particular performance standard. During the summative evaluation meeting, the results of the evaluation are discussed with the professional.

The professional and the assessor conducting the summative evaluation meeting initial each page and sign the applicable *Summative Performance Evaluation* form to indicate that the meeting occurred. The site administrator determines the ratings and indicates whether the professional is recommended or not recommended for continued employment by signing the form. A copy of this form is provided to the professional. The site administrator submits the original form to the Personnel Records Department in accordance with the established district calendar.

Steps for the Summative Performance Evaluation (SPE) Process

- Step 1:** Professional submits required end-of-year documentation by the submission date. The professional may include any pertinent and relevant evidence for consideration in the SPE process.
- Step 2:** Assessor reviews submitted documentation.
- Step 3:** Site administrator, in collaboration with the assessor(s), applies the four-level rubric to evaluate performance on performance standards 2 through 8 for teachers, performance standards 2 through 7 for instructional support personnel or performance standards 2 through 7 for student services personnel, as applicable. This review is based on multiple data sources in preparation for the Summative Performance Evaluation Meeting. This includes reviewing learner progress data for IPEGS Performance Standard 1. It is important to note that, if all relevant learner progress data are not available at the time of the Summative Performance Evaluation Meeting, pursuant to state statute, *“The evaluator may amend an evaluation based upon assessment data from the current school year if the data becomes available within 90 days after the close of the school year.”* The Summative Performance Evaluation will be finalized once the applicable student data becomes available.
- Step 4:** A summative evaluation meeting between the assessor and the professional is held to discuss and determine if the results of the evaluation accurately reflect the professional’s performance. The professional and the assessor initial each page, sign and date the evaluation form, unless the following exists: During the discussion, if clarification of a rating(s) is needed, the professional may present additional information. Additional information, as presented during the summative evaluation meeting, is shared with the site administrator. The assessor, if not the site administrator, and the professional neither initial nor sign the *Summative Performance Evaluation* form when new information is presented. This new information must be provided to the site administrator for consideration.

Step 5: The site administrator makes the determination of the professional's rating(s) and recommendation for continued employment. The site administrator signs and dates the evaluation form. When additional information is submitted, it is reviewed by the site administrator prior to the determination of the final rating(s). This recommendation may be provisional if, as noted in Step 3, student performance data for Performance Standard 1: Learner Progress are not received at the time of the Summative Performance Evaluation Meeting. If the professional still disagrees with the rating(s), a written response may be provided by the instructional professional and attached to the *Summative Performance Evaluation* form of the professional. Additionally, when there is disagreement between the professional and the assessor regarding the ratings, the professional may request a *review of up to three (3) performance standard(s) ratings for the current evaluation cycle. However, a professional may provide both a written response and a request to review the IPEGS rating(s) in disagreement. All parties initial each page, sign and date the *Summative Performance Evaluation* form which denotes that a summative evaluation meeting occurred. For procedural appeals to the IPEGS process, refer to the M-DCPS/UTD collective bargaining agreement. (*Refer to Appendix H: Request to Review IPEGS Performance Standard Rating(s) Form for 2014-2015 Pilot)

Step 6: The original *Summative Performance Evaluation* form and the written response, if applicable, is/are submitted to the Personnel Records Department.

Step 7: The professional will receive a completed copy of all forms and documents related to the *IPEGS Summative Performance Evaluation* by the last day of the school year for the professional. These include:

- *Deliberate Practice Growth Target (DPGT) Form*
- *Documentation Cover Sheet* (original documents attached to the *Documentation Cover Sheet* are returned to the professional)
- *Summative Performance Evaluation* form

Note: A copy of the *Observation of Standards Form* and *Formative Performance Evaluation form*, if applicable, are to be provided to the professional following the post-observation conference.

IMPROVING PROFESSIONAL PERFORMANCE

The Student Success Act of 2011 (formerly SB 736) designates evaluation and support guidelines for professionals that are differentiated by contract status (i.e., Probationary, Annual, Professional Services, and Continuing). The procedures below meet the requirements of the Florida Statute related to notifying a professional of *unsatisfactory* performance.

Effective teachers seek professional development opportunities that are applicable to them and will help improve the quality of their instruction. The professional development and growth opportunities may be sought out in order to build new knowledge, correct deficiencies, or gain insight about effective instruction and teaching practices. Professional development encompasses all types of facilitative learning opportunities. Effective teachers engage in continuous reflection and growth to refine their teaching craft.

In instances where professional growth is required, suggested, or requested, a professional will be provided informal support. Resources for support may include face-to-face activities, study groups, educator-to-educator collaboration such as peer coaching and professional learning communities, participation in action research, completion of online coursework, collaborative planning, lesson study groups, peer assistance, etc. As schools expand their job-embedded professional learning opportunities for instructional personnel the members of each school's Professional Learning Support Team (PLST) may play a role in facilitative professional growth opportunities. PLSTs, which are currently in place at each school site, include an Administrator, Professional Development Liaison, and two Teacher Leaders. The PLST may support all professional growth opportunities taking place at the school site.

Required Support

The Unified Summative Rating (USR) is less than “effective”

(The USR includes three components: VAM, Professional Practices, and Other Factors allowed by law, including Deliberate Practice Growth Target)

Instructional Personnel receiving “*developing/needs improvement*” on their Final Summative Performance Evaluation will engage in professional growth opportunities identified by the professional and the site administrator/designee without the requirement of an “*unsatisfactory*” IPEGS observation.

Suggested Support

An administrator recommends an area for growth

The recommendation may be prompted by an informal observation (walk-through, review of available data, etc.). The professional will participate in professional growth opportunities mutually agreed upon by the professional and the site administrator/designee. This does not replace the Support Dialogue (SD) process.

Professional receives a change of assignment (Mid-Year or Year-to-Year)

When a Professional is notified of a change in assignment, the professional may engage in professional growth opportunities and/or professional development, the site administrator/designee may provide assistance to the professional (i.e., mentor buddy, grade level chairperson, department chairperson, professional development course offerings, etc.).

Requested Support

Professional identifies an area for growth

Through reflection, a professional identifies an area for professional growth and requests support and assistance. Professional growth activities related to the chosen area may be determined by selecting a relevant course utilizing the district's professional development management system, eliciting advice and expertise from the PLST and/or collaborating with the administrative/leadership team; or any other growth activity deemed relevant to the applicable area of concentration.

Every effort should be made to complete professional growth opportunities and/or professional development activities at least 35 calendar days prior to the last day of the school year for professionals.

SUPPORT DIALOGUE (SD) In instances where evidence from a formal IPEGS observation indicates that a professional's performance on a specific standard is at the *unsatisfactory* level, then formal assistance and support must be provided. Two (2) formal tools to improve performance are provided in IPEGS. The first is the *Support Dialogue (SD)*, a school/worksite-level discussion between the administrator and the professional. A *Support Dialogue* begins the formal process of providing assistance and support when a professional's performance is *unsatisfactory*. However, *Support Dialogue* is neither required nor appropriate to address compliance issues pertaining to Performance Standard 7: Professionalism regarding rules, punctuality and attendance, after appropriate progressive discipline has been applied. For all other aspects of Performance Standard 7: Professionalism, the IPEGS evaluation processes/procedures will apply. The second formal tool is the *Improvement Plan*, which is more structured and meets the requirements of the Florida Statute related to notifying a professional of unsatisfactory performance. The *Improvement Plan* follows a *Support Dialogue* when the professional's job performance has not improved within the *Support Dialogue* time frame.

Support Dialogue is the first type of formal assistance and support used to improve performance. When evidence from a formal observation indicates that a professional's performance is *unsatisfactory* on one or more standard(s), then a SD is initiated. The SD is a collegial discussion. Its purpose is to identify the performance standard(s) where the level of performance is *unsatisfactory*, to discuss various ways to bring the performance on the standard(s) up to an *effective* level, and to determine what types of assistance, support, and resources would be appropriate to help raise the level of performance on the standard(s). As a result of this discussion both parties will agree upon which supportive activities will be implemented, what resources will be provided, and what professional development would be appropriate. This agreement will also include the specific parties responsible for the various aspects of the support to be provided, as well as the professional's responsibilities in participating in the supportive activities or professional development.

When, as a result of an observation, *the collective evidence indicates that the professional requires support in meeting the standard(s)* a Post Observation meeting, which is also the SD meeting, is held within ten (10) calendar days of the observation. The professional is notified of a scheduled SD meeting via the *Support Dialogue (SD) Meeting Notification Form* which must be issued no later than forty-eight (48) hours prior to the SD meeting. At this SD meeting, the professional has the right to union representation and/or may request a peer support professional who is mutually agreed upon by the professional and the assessor. The SD process is intended to be completed within a twenty-one (21) calendar day period, while the professional receives support and implements changes in his/her performance. After the twenty-one (21) calendar day period has elapsed, the same assessor must observe the professional again. The subsequent observation may not occur until the

agreed upon support activities have been provided by the assessor. Although not required, it is recommended that the subsequent observation be conducted during the same class/period/event as the initial observation.

Professionals develop and improve their job performance over time and with assistance and support. Some professionals will need more time to develop and improve their performance to ensure it reaches an effective standard of performance. Therefore, a professional may be considered ***developing/needs improvement*** for more than one evaluation cycle. However, to assess a professional as ***developing/needs improvement*** for more than one evaluation cycle, the professional must have been provided evidence in a timely manner throughout the evaluation cycle to allow the professional to seek and take advantage of opportunities to receive assistance and support for the purpose of improving his/her performance.

The following are sample guiding questions for the SD conversation.

Sample Prompts for the SD Conversation between the assessor and the instructional professional

The assessor asks:

Regarding the issue or concern of _____ (tell specific concern):

1. Tell me about this issue.
2. What challenges have you encountered in addressing _____?
3. What strategies have you tried to implement to address this issue?
4. What professional development have you taken to address this issue?
5. What professional development might help you address this issue?
6. What resources or support can I arrange that might assist in addressing this issue?

The assessor shares some support ideas.

(These may include the following: professional development/professional growth activities, shadowing, mentoring, peer review and/or modeling, support from the school site/region center and/or district curriculum specialists).

The assessor asks:

1. What do you think of these ideas?
2. What ideas/suggestions do you have to improve your performance?

Any subsequent observation to an unsatisfactory observation must start at the beginning of the class and last for the complete lesson. However, for classes extending beyond the standard elementary/secondary scheduled class/subject (e.g., block schedules, 3 hour auto mechanics, etc.), the assessor must observe a lesson from the beginning of the class and remain for a minimum of one (1) hour.

Although not required, it is recommended that the subsequent observation be conducted during the same class/period/event as the initial observation. The following chart, which is the Support Dialogue process, delineates Step 1 of 2 for improving professional performance.

Step 1 to Improve Professional Performance
Probationary/Annual Contract (AC)
Professional Service Contract (PSC)/Continuing Contract (CC)

Support Dialogue	
Purpose	For professionals who are in need of additional support, SD is initiated.
Initiator	Assessor Site administrator must contact the Region Office and the Office of Professional Standards.
Documentation	Observation of Standards Form (OSF) <ul style="list-style-type: none"> ◦ Examples/Evidence that clearly describe unsatisfactory performance. ◦ The specific standards that are unsatisfactory and require assistance/support must be identified. ◦ The SD box must be checked “yes.”
Assistance	Assistance that may be offered includes, but is not limited to: <ul style="list-style-type: none"> ◦ The use of sample prompts for initial conversation ◦ Professional growth activities ◦ Shadowing, mentoring, peer review, and/or modeling
Outcomes	<ul style="list-style-type: none"> • Professional improves and no additional support is required or support continues through the informal professional assistance and support process, or • Professional has demonstrated some progress and the assessor may extend the time of the SD (for up to ten (10) work days) , or • No progress and performance is unsatisfactory — the professional is placed on an Improvement Plan (IP). <p style="text-align: center;"><i>* Although not required, it is recommended that the subsequent observation be conducted during the same class/period/event as the initial observation.</i></p>

The desired outcome for engaging in SD is for the professional’s practice to improve. However, in the event that limited improvements in performance have been made, the assessor may extend the timeline of the Support Dialogue for up to ten (10) additional work days. If the professional’s performance is unsatisfactory, the professional must be placed on an Improvement Plan (IP). Once placed on an IP, the professional will have a 90-Calendar Day Probation period to demonstrate that identified deficiencies have been corrected.

IMPROVEMENT PLAN (IP)/
90-CALENDAR DAY PROBATION

If an assessor and a professional have completed Step 1, Support Dialogue, and performance in a specific standard(s) remains *unsatisfactory*, Step 2 is initiated. Step 2 is the implementation of a 90-Calendar Day Probation/Improvement Plan (IP). Ideally, the desired outcome of an IP is to improve the professional’s performance on a standard(s) to an *effective* level. If the professional’s performance on the identified performance standard(s) improves to a *developing* or *needs improvement* or *effective* level, then the process is completed. If the professional’s performance on the identified performance standard(s) does not improve to a *developing* or *needs improvement* or *effective* level, and continues to be *unsatisfactory*, the professional will not be recommended for continued employment. The following chart, which is the Improvement Plan (IP) process, delineates Step 2 of 2 in improving professional performance.

**STEP 2 to Improve Professional Performance
Annual Contract (AC)/Professional Service Contract (PSC)**

Improvement Plan	
Purpose	For professionals whose performance is unsatisfactory on one or more performance standards, an IP is initiated.
Initiator	Site Administrator Site Administrator must notify the Region Office and the Office of Professional Standards.
Documentation	<ul style="list-style-type: none"> • Minimum of two (2) Observation of Standards Forms (OSF) <ul style="list-style-type: none"> ◦ Examples/Evidence that clearly describe(s) unsatisfactory performance ◦ The specific standards that are unsatisfactory must be identified ◦ The IP box must be checked “yes” for the second subsequent observation • Conference for the Record (CFR)-Notification and Summary • Improvement Plan (IP)
Assistance	Assistance may include, but is not limited to: <ul style="list-style-type: none"> ◦ support from school site/ regional center and/or district curriculum specialist; ◦ continued support and assistance; ◦ peer/mentor assistance; ◦ professional development and/or other professional growth activities on specific topics; and/or ◦ other resources to be identified.
Outcomes	<ul style="list-style-type: none"> • Performance improves to effective – recommended for continued employment, or • Performance improves to developing or needs improvement – recommended for continued employment, or • Performance is unsatisfactory – not recommended for continued employment.

Note: Florida Statute §1012.34 provides guidance on the activities that occur in conjunction with the IP (See summary in Appendix E).

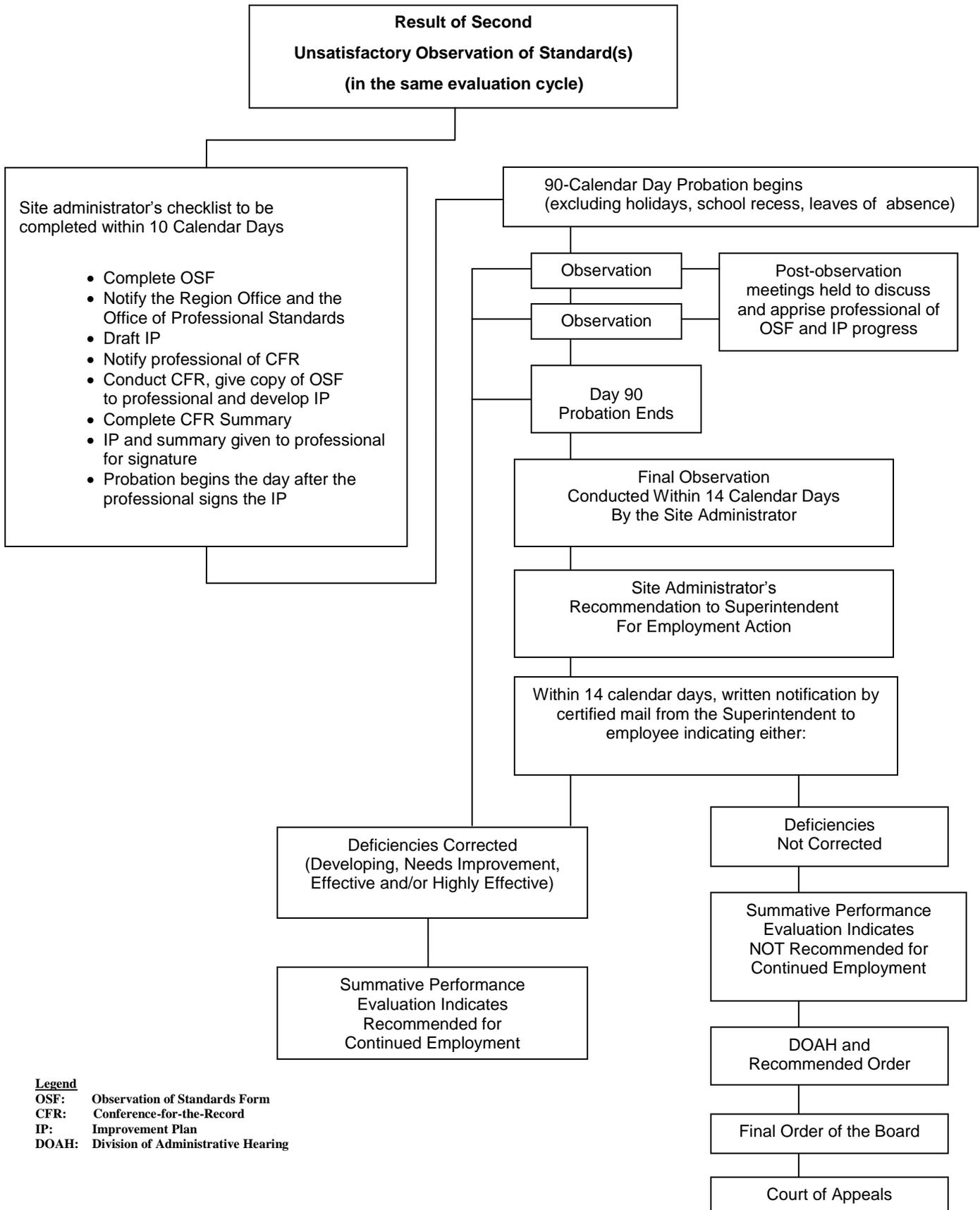
An IP may be implemented at any point during the year provided that the professional has had a SD and a minimum of two (2) observations. The IP is designed to guide a professional in addressing areas of concern through targeted assistance with additional resources. If a professional’s performance is being observed by the site administrator designee, he/she consults with the site administrator on the need for an IP. During the Conference-for-the-Record (CFR), the site administrator, the assessor (if different), the professional, and the union representative (if applicable) may advance suggestions to the IP. At a subsequent meeting, when the summary of the CFR is signed, the IP will be explained and signed. (The CFR meeting, CFR Summary meeting, and the IP initiation must be completed with signatures within ten (10) calendar days). The day after the IP is signed by the site administrator and the professional, the official start of the 90-Calendar Day Probation begins and documents are forwarded to the Office of Professional Standards.

90-Calendar Day Probation/Improvement Plan (IP)

Instructional personnel whose performance is **unsatisfactory** are placed on a 90-Calendar Day Probation during which the Improvement Plan (IP) is implemented. The following charts delineate the procedures that are implemented as a result of unsatisfactory performance on one or more standard(s) for the annual contract, professional service contract, and continuing contract professionals, respectively.

90-Calendar Day Probation

Annual Contract/Professional Service Contract



Legend

- OSF: Observation of Standards Form
- CFR: Conference-for-the-Record
- IP: Improvement Plan
- DOAH: Division of Administrative Hearing

PART II

PERFORMANCE STANDARDS

II-A: Teacher

Teachers are evaluated based on the following three components: IPEGS Performance Standard 1: Learner Progress, Professional Practices (IPEGS Performance Standards 2 through 8), and other indicators of performance, including a Deliberate Practice Growth Target. Ratings on the performance standards are determined using the performance appraisal rubrics applicable to each standard; these are described in this section. The chart below provides information regarding the measurement of performance on IPEGS Performance Standard 1: Learner Progress. The performance indicators that are provided in this section for IPEGS Performance Standards 2 through 8 are examples of activities that may address the standard.

PERFORMANCE STANDARD 1: LEARNER PROGRESS

The work of the teacher results in acceptable and measurable learner progress as specified in state statutes.

Part A. Performance Standard 1: Learner Progress constitutes at least one-third (1/3) of the Summative Performance Evaluation

Florida Statute 1012.34, as amended in 2011 under the Student Success Act (formerly SB 736) and updated in 2015 through House Bill 7069, requires at least one-third (1/3) of an instructional personnel's evaluation to be based on student learning growth assessed annually and measured by statewide assessments or, for subjects not measured by statewide assessments, by district assessments as specified in Florida Statute 1008.22. In IPEGS, for 2014-2015 school year, 35% weighting applies to Performance Standard 1: Learner Progress.

Weightings are subject to annual negotiations between M-DCPS and UTD.

PERFORMANCE APPRAISAL RATINGS: 35% OF TOTAL POSSIBLE POINTS

Highly Effective	Effective	Developing/Needs Improvement	Unsatisfactory
*35 percentage points	*26.25 percentage points	*17.5 percentage points	*8.75 percentage points

**Percentages listed are for the 2014-2015 school year and all weightings are subject to annual negotiations between M-DCPS and UTD.*

See Appendix A: Using Student Assessment Results for Teacher Evaluation in 2014-2015 and Beyond: District Proposal for details regarding the Value-Added Model

Part B. Performance Standards 2 through 8 constitute 50% of the Summative Performance Evaluation

Ratings are made at the performance standard level, NOT the performance indicator level.

PERFORMANCE STANDARD 2: KNOWLEDGE OF LEARNERS: 8% OF TOTAL POSSIBLE POINTS

The teacher identifies and addresses the needs of learners by demonstrating respect for individual differences, cultures, backgrounds, and learning styles.

INDICATORS of teacher work may include, but are not limited to:

- ◆ Responds to the intellectual, social, and physical development of the age group
- ◆ Presents concepts at different levels of complexity for students of varying developmental stages
- ◆ Provides a range of activities: readiness, interests, learning styles, and cultural/linguistic backgrounds

PERFORMANCE APPRAISAL RUBRIC

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard</i>	Effective <i>The description is the actual performance standard</i>	Developing/Needs Improvement	Unsatisfactory
<i>8 percentage points</i>	<i>6 percentage points</i>	<i>4 percentage points</i>	<i>2 percentage points</i>
The teacher consistently meets the individual and diverse needs of learners in a highly effective manner.	The teacher identifies and addresses the needs of learners by demonstrating respect for individual differences, cultures, backgrounds, and learning styles.	The teacher attempts, but is often ineffective in demonstrating knowledge and understanding of the needs of the target learning community.	The teacher consistently demonstrates a lack of awareness of the needs of the target learning community or fails consistently to make appropriate accommodations to meet those needs.

CONTEMPORARY EFFECTIVE TEACHER RESEARCH

Contemporary research has found that an effective teacher:

- ◆ Cares about students as individuals and makes them feel valued.¹
- ◆ Adapts teaching to address student learning styles.²
- ◆ Acknowledges his or her perspective and is open to hearing the students' worldviews.³
- ◆ Is culturally competent.⁴
- ◆ Seeks to know about the cultures and communities from which students come.⁵

Ratings are made at the performance standard level, NOT the performance indicator level.

PERFORMANCE STANDARD 3: INSTRUCTIONAL PLANNING: 8% OF TOTAL POSSIBLE POINTS

The teacher uses appropriate curricula, instructional strategies, and resources to develop lesson plans that include goals and/or objectives, learning activities, assessment of student learning, and home learning in order to address the diverse needs of students.

INDICATORS of teacher work may include, but are not limited to:

- ◆ Uses both formative and summative student learning data to guide planning
- ◆ Develops plans that are clear, logical, sequential, and aligned to standards-based learning
- ◆ Plans instruction effectively for content mastery, pacing, and transitions
- ◆ Identifies and plans for the instructional and developmental needs of all learners
- ◆ Gathers, evaluates, and/or creates appropriate instructional materials

The state reading requirements referenced in the performance standard include “The Middle Grades Reform Act” that includes sections on rigorous reading requirements. Florida Statute §1003.4156 (See Appendix D)

PERFORMANCE APPRAISAL RUBRIC

Highly Effective <i>The professional’s work is exceptional, in addition to meeting the standard</i>	Effective <i>The description is the actual performance standard</i>	Developing/Needs Improvement	Unsatisfactory
<i>8 percentage points</i>	<i>6 percentage points</i>	<i>4 percentage points</i>	<i>2 percentage points</i>
The teacher consistently creates, evaluates and modifies, as appropriate, instructional strategies during the planning process.	The teacher uses appropriate curricula (including state reading requirements, if applicable), instructional strategies, and resources to develop lesson plans that include goals and/or objectives, learning activities, assessment of student learning, and home learning in order to address the diverse needs of students.	The teacher attempts to use appropriate curricula, instructional strategies, and/or resources to address the diverse needs of students during the planning process, but is often ineffective; and/or the teacher attempts to develop lesson plans but lacks one or more of the four basic components.	The teacher consistently demonstrates a lack of planning or fails to properly address the curriculum in meeting the diverse needs of all learners.

CONTEMPORARY EFFECTIVE TEACHER RESEARCH

Contemporary research has found that an effective teacher:

- ◆ Constructs a blueprint of how to address the curriculum during the instructional time.⁶
- ◆ Facilitates planning units in advance to make intra- and interdisciplinary connections.⁷
- ◆ Plans for the context of the lesson to help students relate, organize, and make knowledge become a part of their long-term memory.⁸
- ◆ Identifies instructional objectives and activities⁹ to promote students’ cognitive and developmental growth.¹⁰
- ◆ Uses knowledge of available resources to determine what resources s/he needs to acquire or develop.¹¹

Ratings are made at the performance standard level, NOT the performance indicator level.

PERFORMANCE STANDARD 4: INSTRUCTIONAL DELIVERY AND ENGAGEMENT: 8% OF TOTAL POSSIBLE POINTS

The teacher promotes learning by demonstrating accurate content knowledge and by addressing academic needs through a variety of appropriate instructional strategies and technologies that engage learners.

INDICATORS of teacher work may include, but are not limited to:

- ◆ Engages students in diverse activity structures: individual, collaborative, and whole-group
- ◆ Demonstrates current knowledge of content and standards
- ◆ Explains directions, concepts, and content in a logical and sequential manner
- ◆ Uses multiple levels of questions and makes adjustments for reteaching/remediation/enrichment
- ◆ Connects students’ prior knowledge, life experiences, and interests to learning goals
- ◆ Presents lessons with use of explicit instruction
- ◆ Uses appropriate literacy strategies to build academic vocabulary
- ◆ Uses a variety of strategies to engage students in higher-order learning tasks
- ◆ Engages students in authentic learning, real-life applications, and interdisciplinary connections
- ◆ Uses appropriate pace and maximizes instructional time for student learning
- ◆ Uses technology to individualize instruction and enhance learning, as appropriate
- ◆ Reinforces learning goals throughout the lesson
- ◆ Provides ongoing, timely, and specific feedback to students

PERFORMANCE APPRAISAL RUBRIC

Highly Effective <i>The professional’s work is exceptional, in addition to meeting the standard</i>	Effective <i>The description is the actual performance standard</i>	Developing/Needs Improvement	Unsatisfactory
<i>8 percentage points</i>	<i>6 percentage points</i>	<i>4 percentage points</i>	<i>2 percentage points</i>
The teacher consistently optimizes learning by engaging all groups of students in higher-order thinking and by effectively implementing a variety of appropriate instructional strategies and technologies.	The teacher promotes learning by demonstrating accurate content knowledge and by addressing academic needs through a variety of appropriate instructional strategies and technologies that engage learners.	The teacher attempts to use instructional strategies or technology to engage students, but is often ineffective or needs additional content knowledge.	The teacher lacks content knowledge or fails consistently to implement instructional strategies to academically engage learners.

CONTEMPORARY EFFECTIVE TEACHER RESEARCH

Contemporary research has found that an effective teacher:

- ◆ Stays involved with the lesson at all stages.¹²
- ◆ Uses a variety of instructional strategies.¹³
- ◆ Uses research-based strategies to make instruction student-centered.¹⁴
- ◆ Involves students in cooperative learning to enhance higher-order thinking skills.¹⁵
- ◆ Uses students’ prior knowledge to facilitate student learning.¹⁶
- ◆ Differentiates for students’ needs using remediation, skills-based instruction, and individualized instruction.¹⁷
- ◆ Uses multiple levels of questioning aligned with students’ cognitive abilities with appropriate techniques.¹⁸

Ratings are made at the performance standard level, NOT the performance indicator level.

PERFORMANCE STANDARD 5: ASSESSMENT: 6% OF TOTAL POSSIBLE POINTS

The teacher gathers, analyzes, and uses data (including state assessment data, as applicable) to measure learner progress, guide instruction, and provide timely feedback.

INDICATORS of teacher work may include, but are not limited to:

- ◆ Uses local and state assessment data to design instruction that meets students’ needs
- ◆ Uses preassessment data, formative and summative assessments to inform instruction
- ◆ Uses formative assessments to adjust instruction for reteaching, remediation, and enrichment
- ◆ Helps students understand assessment criteria, monitor, and reflect on their work
- ◆ Maintains sufficient assessment data to support accurate reporting of student progress
- ◆ Aligns assessments to learning goals and standards
- ◆ Provides timely and specific feedback to students, parents, and stakeholders

The state assessment data referenced in the performance standards refers to the “Student assessment program for public schools.” Florida Statute §1008.22 (See Appendix E)

PERFORMANCE APPRAISAL RUBRIC

Highly Effective <i>The professional’s work is exceptional, in addition to meeting the standard</i>	Effective <i>The description is the actual performance standard</i>	Developing/Needs Improvement	Unsatisfactory
<i>6 percentage points</i>	<i>4.5 percentage points</i>	<i>3 percentage points</i>	<i>1.5 percentage point</i>
The teacher consistently demonstrates expertise in using a variety of formal and informal assessments based on intended learning outcomes to assess learning. Also teaches learners how to monitor and reflect on their own academic progress.	The teacher gathers, analyzes, and uses data (including required assessment data, if applicable) to measure learner progress, guide instruction, and provide timely feedback.	The teacher attempts to use a selection of assessment strategies to link assessment to learning outcomes, or uses assessment to plan/modify instruction, but is often ineffective.	The teacher consistently fails to use baseline data to make instructional decisions and/or fails to provide feedback on learner progress in a timely manner.

CONTEMPORARY EFFECTIVE TEACHER RESEARCH

Contemporary research has found that an effective teacher:

- ◆ Offers regular, timely, and specific feedback¹⁹ and reinforcement.²⁰
- ◆ Gives homework (home learning assignments) and offers feedback on the homework (home learning assignments).²¹
- ◆ Uses open-ended performance assignments.²²
- ◆ Analyzes student assessments to determine the degree to which the intended learning outcomes align with the test items and student understanding of objectives.²³
- ◆ Interprets information from teacher-made tests and standardized assessments to guide instruction and gauge student progress by examining questions missed to determine if the student has trouble with the content or the test structure.²⁴

Ratings are made at the performance standard level, NOT the performance indicator level.

PERFORMANCE STANDARD 6: COMMUNICATION: 6% OF TOTAL POSSIBLE POINTS

The teacher communicates effectively with students, their parents or families, staff and other members of the learning community.

INDICATORS of teacher work may include, but are not limited to:

- ◆ Uses correct and acceptable forms of communication
- ◆ Communicates with colleagues from content areas/agencies to integrate instruction and/or services
- ◆ Maintains positive collaborative relationships with school personnel, families, and community stakeholders
- ◆ Uses technology to support and enhance communication, as appropriate
- ◆ Supports, promotes, and communicates the mission, vision, and goals of the school and M-DCPS

PERFORMANCE APPRAISAL RUBRIC

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard</i>	Effective <i>The description is the actual performance standard</i>	Developing/Needs Improvement	Unsatisfactory
<i>6 percentage points</i>	<i>4.5 percentage points</i>	<i>3 percentage points</i>	<i>1.5 percentage point</i>
The teacher consistently uses a variety of communication techniques to inform, collaborate with, and/or respond to students and other stakeholders in a highly effective manner.	The teacher communicates effectively with students, their parents or families, staff, and other members of the learning community.	The teacher often communicates with students, staff, and other members of the learning community in an inconsistent or ineffective manner.	The teacher consistently fails to communicate effectively with students, staff and other members of the learning community.

CONTEMPORARY EFFECTIVE TEACHER RESEARCH

Contemporary research has found that an effective teacher:

- ◆ Possesses strong communication skills,²⁵ offering clear explanations and directions.²⁶
- ◆ Recognizes the levels of involvement, ranging from networking to collaboration.²⁷
- ◆ Uses multiple forms of communication between school and home.²⁸

Ratings are made at the performance standard level, NOT the performance indicator level.

PERFORMANCE STANDARD 7: PROFESSIONALISM: 6% OF TOTAL POSSIBLE POINTS

The teacher demonstrates behavior consistent with legal, ethical, and professional standards and engages in continuous professional growth.

INDICATORS of teacher work may include, but are not limited to:

- ◆ Follows all legal and procedural requirements: Code of Ethics, State Statutes, and Board Policies
- ◆ Reflects on strengths and areas for growth and sets deliberate practice growth targets for improvement
- ◆ Engages in ongoing and collaborative professional development
- ◆ Provides evidence of professional growth experiences
- ◆ Incorporates learning from professional growth opportunities and reflects upon effectiveness
- ◆ Contributes professionally to the school community
- ◆ Maintains accurate records (e.g., attendance records, IEPs)
- ◆ Works in a collegial and collaborative manner with school personnel and the community

PERFORMANCE APPRAISAL RUBRIC

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard</i>	Effective <i>The description is the actual performance standard</i>	Developing/Needs Improvement	Unsatisfactory
<i>6 percentage points</i>	<i>4.5 percentage points</i>	<i>3 percentage points</i>	<i>1.5 percentage point</i>
The teacher consistently demonstrates a high level of professionalism, contributes to the professional growth of others, and/or assumes a leadership role within the learning community.	The teacher demonstrates behavior consistent with legal, ethical, and professional standards and engages in continuous professional growth.	The teacher often does not display professional judgment or only occasionally participates in professional growth.	The teacher fails to adhere to legal, ethical, or professional standards, including all requirements for professional growth.

CONTEMPORARY EFFECTIVE TEACHER RESEARCH

Contemporary research has found that an effective teacher:

- ◆ Links professional growth goals to professional development opportunities.²⁹
- ◆ Is empowered to make changes to enhance learning experiences, resulting in better student retention, attendance, and academic success.³⁰
- ◆ Selects professional development offerings that relate to the content area or population of students taught, resulting in higher levels of student academic success.³¹
- ◆ Is cognizant of the legal issues associated with educational records and respects and maintains confidentiality.³²

Ratings are made at the performance standard level, NOT the performance indicator level.

PERFORMANCE STANDARD 8: LEARNING ENVIRONMENT: 8% OF TOTAL POSSIBLE POINTS

The teacher creates and maintains a safe learning environment while encouraging fairness, respect, and enthusiasm.

INDICATORS of teacher work may include, but are not limited to:

- ◆ Establishes and maintains effective classroom rules and procedures
- ◆ Creates an environment that is stimulating, challenging, and fosters intellectual risk-taking
- ◆ Organizes a safe physical environment that is conducive to student learning and collaborative work
- ◆ Maintains an environment that reflects a culture of inclusivity, equity, and respect
- ◆ Promotes accountability for learning and holds high academic expectations for all students
- ◆ Uses verbal, nonverbal, and electronic communication tools to challenge and support students
- ◆ Encourages students to receive and accept constructive feedback on individual work and behavior

PERFORMANCE APPRAISAL RUBRIC

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard</i>	Effective <i>The description is the actual performance standard</i>	Developing/Needs Improvement	Unsatisfactory
<i>8 percentage points</i>	<i>6 percentage points</i>	<i>4 percentage points</i>	<i>2 percentage points</i>
The teacher consistently provides a well-managed, stimulating, student-centered environment that is academically challenging and respectful.	The teacher creates and maintains a safe learning environment while encouraging fairness, respect, and enthusiasm.	The teacher attempts to address student behavior and needs required for a safe, positive, social, and academic environment, but is often ineffective.	The teacher consistently addresses student behavior in an ineffective manner and/or fails to maintain a safe, equitable learning environment.

CONTEMPORARY EFFECTIVE TEACHER RESEARCH

Contemporary research has found that an effective teacher:

- ◆ Is adept at organizing and maintaining an effective classroom environment.³³
- ◆ Has a sense of “with-it-ness,” being aware of when routines need to be altered or an intervention may be necessary to prevent behavior problems.³⁴
- ◆ Fosters relationships where respect and learning are central so students feel safe in taking risks that are associated with learning; believes in the students.³⁵
- ◆ Is culturally competent and attuned to students’ interests, both in and out of school.³⁶
- ◆ Establishes good discipline, effective routines, smooth transitions, and ownership of the environment as components of establishing a supportive and collaborative climate.³⁷

PART II

II-B: Instructional Support Personnel

Instructional Support Personnel are evaluated based on the following three components: IPEGS Performance Standard 1: Learner Progress, Professional Practices (IPEGS Performance Standards 2 through 7), and other indicators of performance, including a Deliberate Practice Growth Target. Ratings on the performance standards are determined using the performance appraisal rubrics applicable to each standard; these are described in this section. The chart below provides information regarding the measurement of performance on IPEGS Performance Standard 1: Learner Progress. The performance indicators that are provided in this section for IPEGS Performance Standards 2 through 7 are examples of activities that may address the standard.

PERFORMANCE STANDARD 1: LEARNER PROGRESS

The work of the instructional support professional results in acceptable and measurable learner or program progress as specified in state statutes.

Part A. Performance Standard 1: Learner Progress constitutes 35% of the Summative Performance Evaluation

Florida Statute 1012.34, as amended in 2011 under the Student Success Act (formerly SB 736) and updated in 2015 through House Bill 7069, requires at least one-third (1/3) of an instructional personnel's evaluation to be based on student learning growth assessed annually and measured by statewide assessments or, for subjects not measured by statewide assessments, by district assessments as specified in Florida Statute 1008.22. In IPEGS, for 2014-2015 school year, 35% weighting applies to Performance Standard 1: Learner Progress.

Weightings are subject to annual negotiations between M-DCPS and UTD.

PERFORMANCE APPRAISAL RATINGS: 35% OF TOTAL POSSIBLE POINTS

Highly Effective	Effective	Developing/Needs Improvement	Unsatisfactory
*35 percentage points	*26.25 percentage points	*17.5 percentage points	*8.75 percentage points

*Percentages listed are for the 2014-2015 school year and all weightings are subject to annual negotiations between M-DCPS and UTD.

See Appendix A: Using Student Assessment Results for Teacher Evaluation in 2014-2015 and Beyond: District Proposal for details regarding the Value-Added Model

Part B. Performance Standards 2 through 7 constitute 50% of the Summative Performance Evaluation

Ratings are made at the performance standard level, NOT the performance indicator level.

PERFORMANCE STANDARD 2: KNOWLEDGE OF LEARNERS: 9 % OF TOTAL POSSIBLE POINTS

The instructional support professional identifies and addresses the needs of the target learning community by demonstrating respect for individual differences, and understanding of cultures, backgrounds, and learning styles.

INDICATORS of instructional support work may include, but are not limited to:

- ◆ Uses district, school, family, and community resources to help meet learner and/or program needs
- ◆ Demonstrates an understanding of the intellectual, social, and physical development of the learner(s)
- ◆ Accommodates various learning styles and cultural, ethnic, and linguistic backgrounds to assist in the implementation of instruction and/or intervention plans/programs
- ◆ Demonstrates the understanding of the principles of adult learning
- ◆ Uses knowledge of learners to select and acquire appropriate resources to reflect the needs of the learning community

PERFORMANCE APPRAISAL RUBRIC

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard</i>	Effective <i>The description is the actual performance standard</i>	Developing/Needs Improvement	Unsatisfactory
<i>9 percentage points</i>	<i>6.75 percentage points</i>	<i>4.5 percentage points</i>	<i>2.25 percentage points</i>
The instructional support professional consistently addresses the needs of the target learning community in a highly effective manner.	The instructional support professional identifies and addresses the needs of the target learning community by demonstrating respect for individual differences, and understanding of cultures, backgrounds, and learning styles.	The instructional support professional attempts, but is often ineffective in demonstrating knowledge and understanding of the needs of the target learning community.	The instructional support professional consistently demonstrates a lack of awareness of the needs of the target learning community or fails consistently to make appropriate accommodations to meet those needs.

Ratings are made at the performance standard level, NOT the performance indicator level.

PERFORMANCE STANDARD 3: PROGRAM MANAGEMENT: 9 % OF TOTAL POSSIBLE POINTS

The instructional support professional plans, organizes, promotes, and manages programs and/or services to meet the diverse needs of all learners.

INDICATORS of instructional support work may include, but are not limited to:

- ◆ Demonstrates an understanding of and follows applicable local, state, and federal regulations, policies, guidelines, and procedures
- ◆ Demonstrates current knowledge of content/standards applicable to the field/subject matter
- ◆ Demonstrates effective scheduling and time management skills
- ◆ Organizes and maintains appropriate service record(s), log(s), and/or program plan(s)
- ◆ Collaborates to identify learner performance, student program needs and manages available resources (including state reading requirements, as applicable)
- ◆ Uses appropriate content to design and deliver professional development to personnel and monitors appropriate implementation

PERFORMANCE APPRAISAL RUBRIC

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard</i>	Effective <i>The description is the actual performance standard</i>	Developing/Needs Improvement	Unsatisfactory
<i>9 percentage points</i>	<i>6.75 percentage points</i>	<i>4.5 percentage points</i>	<i>2.25 percentage points</i>
The instructional support professional consistently monitors, evaluates, modifies and/or designs programs/ services that impact learners.	The instructional support professional plans, organizes, promotes, and manages programs and/or services to meet the diverse needs of all learners.	The instructional support professional is often ineffective in planning, organizing, and managing services to meet the diverse needs of all learners.	The instructional support professional consistently fails to plan, organize, or manage services to meet the diverse needs of all learners.

Ratings are made at the performance standard level, NOT the performance indicator level.

PERFORMANCE STANDARD 4: PROGRAM DELIVERY: 9 % OF TOTAL POSSIBLE POINTS

The instructional support professional uses knowledge of subject/content/field/technology to implement services for the targeted learning community consistent with established standards and guidelines.

INDICATORS of instructional support work may include, but are not limited to:

- ◆ Collaborates to select, develop, organize, implement, or support curriculum for specific learner and/or program needs and presents content in a logical and sequential manner
- ◆ Engages the targeted learning community in diverse activity structures: individual, collaborative, and whole-group
- ◆ Uses appropriate technology to deliver services/programs and enhance learning (Florida Statute §1012.34)
- ◆ Supports a rigorous reading requirement for reading and language arts programs, as applicable (Florida Statute §1003.4156)
- ◆ Consults with the targeted learning community to design, implement, or support services for specific learner or program needs
- ◆ Fosters practices to promote a safe and positive learning environment
- ◆ Seeks, selects, and uses resources that are compatible with learner/program needs and ensures equitable access for all learners
- ◆ Develops, organizes, and implements appropriate literacy activities to promote lifelong learning
- ◆ Demonstrates current knowledge of subject matter, content, and technology
- ◆ Utilizes a variety of professional practices in the delivery of services

PERFORMANCE APPRAISAL RUBRIC

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard</i>	Effective <i>The description is the actual performance standard</i>	Developing/Needs Improvement	Unsatisfactory
<i>9 percentage points</i>	<i>6.75 percentage points</i>	<i>4.5 percentage points</i>	<i>2.25 percentage points</i>
The instructional support professional consistently demonstrates a high level of performance and utilizes best practices in the delivery of services.	The instructional support professional uses knowledge of subject/content/field/technology to implement services for the targeted learning community consistent with established standards and guidelines.	The instructional support professional often implements services ineffectively to the targeted learning community based on established standards and guidelines.	The instructional support professional consistently fails to implement services to the targeted learning community in a manner that is aligned with established standards and guidelines.

Ratings are made at the performance standard level, NOT the performance indicator level.

PERFORMANCE STANDARD 5: ASSESSMENT: 9 % OF TOTAL POSSIBLE POINTS

The instructional support professional gathers, analyzes, and uses data (including state assessment data, if applicable) to measure and guide learner or program progress, and to provide timely feedback.

INDICATORS of instructional support work may include, but are not limited to:

- ◆ Uses data to assess learner/program needs
- ◆ Collaborates with colleagues to analyze data and address learner/program needs
- ◆ Uses data to monitor, learner/program progress and outcomes
- ◆ Provides accurate, timely, and specific feedback to the targeted learning community
- ◆ Analyzes a variety of data to guide and adjust materials, strategies, and resources to meet the needs of the targeted learning community

The state assessment data referenced in the performance standards refers to the “Student assessment program for public schools” Florida Statute §1008.22 (See Appendix E)

PERFORMANCE APPRAISAL RUBRIC

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard</i>	Effective <i>The description is the actual performance standard</i>	Developing/Needs Improvement	Unsatisfactory
<i>9 percentage points</i>	<i>6.75 percentage points</i>	<i>4.5 percentage points</i>	<i>2.25 percentage points</i>
The instructional support professional consistently demonstrates expertise in monitoring current data to benefit learner/program outcomes and/or supports colleagues in understanding and using data.	The instructional support professional gathers, analyzes, and uses data (including required assessment data, if applicable) to measure and guide learner or program progress, and to provide timely feedback.	The instructional support professional is often ineffective in gathering, analyzing, and using data to measure and guide learner or program progress, and to provide timely feedback.	The instructional support professional consistently fails to gather, analyze, or use data to measure and guide learner or program progress, and to provide timely feedback.

Ratings are made at the performance standard level, NOT the performance indicator level.

PERFORMANCE STANDARD 6: COMMUNICATION: 7 % OF TOTAL POSSIBLE POINTS

The instructional support professional communicates effectively with learners, their parents or families, staff, and other members of the learning community.

INDICATORS of instructional support work may include, but are not limited to:

- ◆ Supports, promotes, and communicates the mission, vision, and goals of the school and M-DCPS
- ◆ Communicates with colleagues from other fields/content areas in the integration of instruction and/or services
- ◆ Communicates and collaborates with the targeted learning community to support instructional/program needs
- ◆ Uses technology to support and enhance communication as appropriate
- ◆ Responds promptly to the targeted learning community with acceptable forms of communication

PERFORMANCE APPRAISAL RUBRIC

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard</i>	Effective <i>The description is the actual performance standard</i>	Developing/Needs Improvement	Unsatisfactory
<i>7 percentage points</i>	<i>5.25 percentage points</i>	<i>3.5 percentage points</i>	<i>1.75 percentage points</i>
The instructional support professional uses a variety of communication to inform, network, and/or respond to students, and other stakeholders in a highly effective manner.	The instructional support professional communicates effectively with learners, their parents or families, staff, and other members of the learning community.	The instructional support professional often communicates ineffectively with students, staff, and/or other members of the learning community.	The instructional support professional consistently fails to communicate effectively with students, staff, and/or other members of the learning community.

Ratings are made at the performance standard level, NOT the performance indicator level.

PERFORMANCE STANDARD 7: PROFESSIONALISM: 7% OF TOTAL POSSIBLE POINTS

The instructional support professional demonstrates behavior consistent with legal, ethical, and professional standards and engages in continuous professional growth.

INDICATORS of instructional support work may include, but are not limited to:

- ◆ Follows all applicable legal and procedural requirements (Family Educational Rights and Privacy Act (FERPA), Code of Ethics, State Statutes and Board Policies, etc.)
- ◆ Delivers services consistent with national/state professional associations’ ethical principles and standards of practice
- ◆ Demonstrates professional growth through participation in a meaningful and continuous process of professional development
- ◆ Maintains confidentiality in the delivery of services in accordance with professional standards and legal procedures
- ◆ Follows federal, state, and local laws, rules, regulations, guidelines, and policies
- ◆ Establishes and maintains positive, collaborative, and professional relationships with administrators, school staff, parents, community members, business and civic organizations
- ◆ Provides professional development, and mentors/supports colleagues in the learning community
- ◆ Maintains accurate records of support activities

PERFORMANCE APPRAISAL RUBRIC

Highly Effective <i>The professional’s work is exceptional, in addition to meeting the standard</i>	Effective <i>The description is the actual performance standard</i>	Developing/Needs Improvement	Unsatisfactory
<i>7 percentage points</i>	<i>5.25 percentage points</i>	<i>3.5 percentage points</i>	<i>1.75 percentage points</i>
The instructional support professional consistently demonstrates a high level of professionalism, contributes to the professional growth of others, and/or assumes a leadership role within the learning community.	The instructional support professional demonstrates behavior consistent with legal, ethical, and professional standards and engages in continuous professional growth.	The instructional support professional often does not display professional judgment or only occasionally participates in professional growth.	The instructional support professional fails to adhere to legal, ethical, or professional standards, including all requirements for professional growth.

PART II

Part II-C: Student Services Personnel

Student Services Personnel are evaluated based on the following three components: IPEGS Performance Standard 1: Learner Progress, Professional Practices (IPEGS Performance Standards 2 through 7), and other indicators of performance, including a Deliberate Practice Growth Target. Ratings on the performance standards are determined using the performance appraisal rubrics applicable to each standard; these are described in this section. The chart below provides information regarding the measurement of performance on IPEGS Performance Standard 1: Learner Progress. The performance indicators that are provided in this section for IPEGS Performance Standards 2 through 7 are examples of activities that may address the standard.

PERFORMANCE STANDARD 1: LEARNER PROGRESS: 35% OF TOTAL POSSIBLE POINTS

The work of the student services professional results in acceptable and measurable learner or program progress as specified in state statutes.

Part A. Performance Standard 1: Learner Progress constitutes 35% of the Summative Performance Evaluation

Florida Statute 1012.34, as amended in 2011 under the Student Success Act (formerly SB 736) and updated in 2015 through House Bill 7069, requires at least one-third (1/3) of an instructional personnel's evaluation to be based on student learning growth assessed annually and measured by statewide assessments or, for subjects not measured by statewide assessments, by district assessments as specified in Florida Statute 1008.22. In IPEGS, for 2014-2015 school year, 35% weighting applies to Performance Standard 1: Learner Progress. Weightings are subject to annual negotiations between M-DCPS and UTD.

PERFORMANCE APPRAISAL RATINGS

Highly Effective	Effective	Developing/Needs Improvement	Unsatisfactory
*35 percentage points	*26.25 percentage points	*17.5 percentage points	*8.75 percentage points

* Percentages listed are for the 2014-2015 school year and all weightings are subject to annual negotiations between M-DCPS and UTD.

See Appendix A: Using Student Assessment Results for Teacher Evaluation in 2014-2015 and Beyond: District Proposal for details regarding the Value-Added Model

Part B. Performance Standards 2 through 7 constitute 50% of the Summative Performance Evaluation

Ratings are made at the performance standard level, NOT the performance indicator level.

PERFORMANCE STANDARD 2: KNOWLEDGE OF LEARNERS: 9 % OF TOTAL POSSIBLE POINTS

The student services professional identifies and addresses the needs of the target learning community by demonstrating respect for individual differences, and understanding of cultures, backgrounds, and learning styles.

INDICATORS of student services work may include, but are not limited to:

Common Indicators

- ◆ Uses appropriate school, family, and community resources to help meet all students' learning needs
- ◆ Demonstrates an understanding of varying developmental stages of learners
- ◆ Identifies various students' learning styles and cultural and linguistic backgrounds to assist in the implementation of intervention plans
- ◆ Uses a variety of strategies or approaches to meet the unique cultural needs of learners
- ◆ Promotes and models respect for individual and cultural differences
- ◆ Uses cumulative records, computerized data, and interviews with teachers, parents, and stakeholders in the learning community to determine learner needs
- ◆ Presents concepts at different levels of complexity for learners and families of varying backgrounds and developmental stages
- ◆ Participates in and contributes to the Child Study Team, School Support Team, eligibility and determination meetings, and the Individualized Education Plan (IEP) process

Position-Specific Indicators, may include, but are not limited to:

Career Specialist and Counselor

- ◆ Demonstrates an understanding of the concepts and strategies that lead to attitudes, knowledge, and interpersonal skills that help learners understand and respect themselves and others

School Psychologist and Staffing Specialist

Demonstrates awareness of the academic and behavioral functioning levels of schools, classrooms, and identified learners

School Social Worker

- ◆ Demonstrates knowledge of theories, techniques, and instruments used for socio-cultural and adaptive behavior assessment
- ◆ Involves parents to identify and address socio-cultural factors impacting achievement

Speech/Language Pathologist

- ◆ Differentiates service delivery based on information regarding the native language and ESOL levels of ELL learners referred for services

TRUST Specialist

- ◆ Demonstrates an understanding of the concepts and strategies that lead to the professional’s development of attitudes, knowledge, and interpersonal skills that help learners understand and respect themselves and others
- ◆ Demonstrates knowledge of current trends in violence prevention and intervention strategies, theories, and practices in preventing illegal drug use, substance abuse, and violent behavior among youth
- ◆ Uses knowledge base for assisting learners and their parent(s)/guardian(s) in obtaining proper information for outside agency services

PERFORMANCE APPRAISAL RUBRIC

Highly Effective <i>The professional’s work is exceptional, in addition to meeting the standard</i>	Effective <i>The description is the actual performance standard</i>	Developing/Needs Improvement	Unsatisfactory
9 percentage points	6.75 percentage points	4.5 percentage points	2.25 percentage points
The student services professional often addresses the needs of the target learning community in a highly effective manner.	The student services professional identifies and addresses the needs of the target learning community by demonstrating respect for individual differences, and understanding of cultures, backgrounds, and learning styles.	The student services professional attempts, but is often ineffective in demonstrating knowledge and understanding of the needs of the target learning community.	The student services professional consistently demonstrates a lack of awareness of the needs of the target learning community or fails consistently to make appropriate accommodations to meet those needs.

Ratings are made at the performance standard level, NOT the performance indicator level.

PERFORMANCE STANDARD 3: PROGRAM MANAGEMENT: 9 % OF TOTAL POSSIBLE POINTS

The student services professional plans, organizes, and manages programs and/or services to meet the diverse needs of all learners.

INDICATORS of student services work may include, but are not limited to:

Common Indicators

- ◆ Follows local, state, and federal regulations, policies, guidelines, and procedures in providing services
- ◆ Demonstrates current knowledge of field/subject/content matter
- ◆ Organizes and maintains service log and/or program plan, accurate and up-to-date learner records, including screenings, referrals, and data collection as required
- ◆ Effectively plans and manages referrals, scheduling, and caseload
- ◆ Facilitates appropriate implementation of student services program
- ◆ Identifies and manages available resources to address learner needs
- ◆ Designs interventions to address specific learner needs
- ◆ Provides and follows schedules for assigned schools and informs appropriate staff of schedule updates

Position-Specific Indicators may include, but are not limited to:

Career Specialist

- ◆ Plans and implements a balanced, comprehensive program that includes guidance curriculum, career development, responsive services, and individual planning

Counselor and TRUST Specialist

- ◆ Plans and implements a balanced, comprehensive program that includes guidance curriculum, responsive services, individual planning, and system support components

Staffing Specialist

- ◆ Reviews class size/units, FTE reports and makes recommendations to region center instructional supervisor for Special Education (SPED)

School Psychologist and Social Worker

- ◆ Collaborates with school leadership to address learners' social/emotional, behavioral, academic, and health concerns

PERFORMANCE APPRAISAL RUBRIC

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard</i>	Effective <i>The description is the actual performance standard</i>	Developing/Needs Improvement	Unsatisfactory
9 percentage points	6.75 percentage points	4.5 percentage points	2.25 percentage points
The student services professional consistently monitors, evaluates, modifies, and/or designs program/services that impact learners.	The student services professional plans, organizes, and manages programs and/or services to meet the diverse needs of all learners.	The student services professional is often ineffective in planning, organizing, and managing services to meet the diverse needs of all learners.	The student services professional consistently fails to plan, organize, or manage services to meet the diverse needs of all learners.

Ratings are made at the performance standard level, NOT the performance indicator level.

PERFORMANCE STANDARD 4: PROGRAM DELIVERY: 9 % OF TOTAL POSSIBLE POINTS

The student services professional uses knowledge of subject/content/field/technology to implement services for learners and the learning community consistent with established standards and guidelines.

INDICATORS of student services work may include, but are not limited to:

Common Indicators

- ◆ Remains current in subject/content/field/technology and professional practices
- ◆ Provides services in a safe and positive setting
- ◆ Presents information and services using varied strategies to meet learner needs and diversity
- ◆ Uses technology as appropriate to deliver services and programs (Florida Statute §1012.34)
- ◆ Supports a rigorous reading requirement for reading and language arts middle school programs, as applicable (Florida Statute §1003.4156)
- ◆ Consults on a continual basis with administration, parents, community agencies, school and support personnel to resolve issues and/or inform on progress related to the provision of programs/services to individual learners

Position-Specific Indicators may include, but are not limited to:

Career Specialist

- ◆ Presents information and services using varied strategies to meet learner needs and diversity
- ◆ Develops, organizes, and implements the curriculum around the person/social, career, and academic domains and learner goals (e.g., conflict resolution, anger management, drop-out prevention, career awareness, planning)

Counselor and TRUST Specialist

- ◆ Presents information and services using varied strategies to meet learner needs and diversity
- ◆ Conducts structured group lessons to deliver the guidance curriculum effectively
- ◆ Uses accepted theories and effective techniques to provide individual and group developmental, preventive, remedial, and/or crisis counseling
- ◆ Develops, organizes, and implements the curriculum around the personal/social, career, and academic domains and learner goals (e.g., conflict resolution, anger management, drop-out prevention, career awareness, planning)

Staffing Specialist

- ◆ Presents information and services using varied strategies to meet learner needs and diversity
- ◆ Serves as the Local Education Agency (LEA) representative of the M-teams/IEP teams that determines eligibility, placement, and dismissal of special education learners
- ◆ Reviews school level compliance with IDEA, district procedures, curriculum requirements, and Special Policy and Procedures Document (SPP)

School Psychologist

- ◆ Demonstrates knowledge of psychological assessments, strategies, and interventions
- ◆ Collaborates with school staff and other service providers to reach educational decisions in the best interest of the child and to develop/implement appropriate strategies and interventions
- ◆ Provides recommendations for activities related to mental health

School Social Worker

- ◆ Offers counseling and suggests strategies related to learner needs and progress
- ◆ Works with learners and families to change situations that negatively affect student learning
- ◆ Provides crisis management/intervention as needed

Speech/Language Pathologist

- ◆ Uses methods/techniques that are appropriate for stated speech/language objectives and are commensurate with learners' interests and aptitudes
- ◆ Uses a variety of equipment, materials, aids, and augmentative communication devices when appropriate
- ◆ Manages group learning effectively and efficiently by maintaining an appropriate learning environment
- ◆ Maximizes therapy time with clear directions, efficient material distribution, and sufficient therapy activities
- ◆ Provides appropriate information on an informal or formal basis regarding speech and language development, programs/services, and program guidelines

PERFORMANCE APPRAISAL RUBRIC

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard</i>	Effective <i>The description is the actual performance standard</i>	Developing/Needs Improvement	Unsatisfactory
9 percentage points	6.75 percentage points	4.5 percentage points	2.25 percentage points
The student services professional consistently demonstrates a high level of performance and utilizes best practices in the delivery of services.	The student services professional uses knowledge of subject/content/field/technology to implement services for learners and the learning community consistent with established standards and guidelines.	The student services professional often implements services ineffectively to learners and the targeted learning community consistent with established standards and guidelines.	The student services professional consistently fails to implement or improperly implements services to the targeted learning community in a manner that is aligned with established standards and guidelines.

Ratings are made at the performance standard level, NOT the performance indicator level.

PERFORMANCE STANDARD 5: ASSESSMENT: 9 % OF TOTAL POSSIBLE POINTS

The student services professional gathers, analyzes, and uses data (including required assessment data, if applicable) to measure and guide learner or program progress, and to provide timely feedback.

INDICATORS of student services work may include, but are not limited to:

Common Indicators

- ◆ Provides accurate feedback to learners, families, and staff on assessment results including state and local assessments
- ◆ Uses state and local assessment data to modify strategies/interventions/services/programs
- ◆ Demonstrates proficiency in administering, scoring/evaluating, and interpreting data from instruments or records
- ◆ Periodically assesses formally and/or informally and evaluates collection of materials and resources to ensure that the needs of learners and staff are being met

Position-Specific Indicators may include, but are not limited to:

Career Specialist, Counselor, and TRUST Specialist

- ◆ Uses and applies appropriate technology (Florida Statute §1012.34)
- ◆ Consults with administration, staff, learners, and families to determine counseling and career guidance services and programs needed for learner progress

Staffing Specialist

- ◆ Collects and analyzes data related to special education, instructional programs, learner performance, and operational aspects

School Psychologist

- ◆ Prepares comprehensive and objectively written reports that address concerns as well as educational implications
- ◆ Uses a variety of formal and informal methods for evaluating learners

School Social Worker

- ◆ Gathers anecdotal and statistical evidence for the completion of program objective(s)

Speech/Language Pathologist

- ◆ Analyzes records and test results to identify eligibility for services and prepares written reports
- ◆ Follows established procedures for screening and testing of referred learners
- ◆ Participates in the eligibility determination and IEP meetings

PERFORMANCE APPRAISAL RUBRIC

<p>Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard</i></p>	<p>Effective <i>The description is the actual performance standard</i></p>	<p>Developing/Needs Improvement</p>	<p>Unsatisfactory</p>
<p><i>9 percentage points</i></p>	<p><i>6.75 percentage points</i></p>	<p><i>4.5 percentage points</i></p>	<p><i>2.25 percentage points</i></p>
<p>The student services professional consistently demonstrates expertise in monitoring current data to benefit learner/program outcomes and/or supports colleagues in understanding and using data.</p>	<p>The student services professional gathers, analyzes, and uses data (including required assessment data, if applicable) to measure and guide learner or program progress, and to provide timely feedback.</p>	<p>The student services professional is often ineffective in using data to measure and guide learner progress and to provide timely feedback.</p>	<p>The student services professional consistently fails to use data to measure and guide progress and to provide timely feedback.</p>

Ratings are made at the performance standard level, NOT the performance indicator level.

PERFORMANCE STANDARD 6: COMMUNICATION: 7 % OF TOTAL POSSIBLE POINTS

The student services professional communicates effectively with learners, their parents or families, staff, and other members of the learning community, and advocates for learners.

INDICATORS of student services work may include, but are not limited to:

- ◆ Supports, promotes, and communicates the mission, vision, and goals of the school and M-DCPS
- ◆ Actively assumes an advocacy role for learners and families
- ◆ Communicates with colleagues from other fields/content areas in the integration of services and/or instruction
- ◆ Communicates with staff, families, and community resources to support the success of a diverse learner population
- ◆ Uses technology to support and enhance communication as appropriate (Florida Statute §1012.98)
- ◆ Responds promptly to learner, parents/guardian, and staff concerns
- ◆ Initiates and maintains communication with parents/guardian and members of the learning community regarding learner needs and progress
- ◆ Collaborates with stakeholders, such as students, families, colleagues, administrators, other school personnel, and community members when appropriate

PERFORMANCE APPRAISAL RUBRIC

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard</i>	Effective <i>The description is the actual performance standard</i>	Developing/Needs Improvement	Unsatisfactory
<i>7 percentage points</i>	<i>5.25 percentage points</i>	<i>3.5 percentage points</i>	<i>1.75 percentage points</i>
The student services professional uses a variety of communication to inform, network, and/or respond to students, and other stakeholders in a highly effective manner.	The student services professional communicates effectively with learners, their parents or families, staff, and other members of the learning community and advocates for learners.	The student services professional often communicates ineffectively with students, staff, and/or other members of the learning community.	The student services professional consistently fails to communicate effectively with students, staff, and/or other members of the learning community.

Ratings are made at the performance standard level, NOT the performance indicator level.

PERFORMANCE STANDARD 7: PROFESSIONALISM: 7 % OF TOTAL POSSIBLE POINTS

The student services professional demonstrates behavior consistent with legal, ethical, and professional standards, and engages in continuous professional growth.

INDICATORS of student services work may include, but are not limited to:

- ◆ Follows all applicable legal and procedural requirements [(Family Educational Rights and Privacy Act (FERPA), Code of Ethics, State Statutes and School Board Policies, etc.)]
- ◆ Delivers services consistent with national and state associations’ ethical principles and professional standards of practice
- ◆ Demonstrates professional growth through participating in a meaningful and continuous process of professional development
- ◆ Mentors, trains, and/or coaches colleagues
- ◆ Maintains confidentiality in the delivery of services in accordance with professional standards and legal procedures
- ◆ Follows federal, state, and local laws, and school board rules, guidelines, and policies
- ◆ Establishes and maintains professional relationships with students, families, colleagues, administrators, other school personnel, community members, , and business/civic organizations
- ◆ Maintains accurate records (e.g., attendance records, IEPs and other mandated documents)

PERFORMANCE APPRAISAL RUBRIC

Highly Effective <i>The professional’s work is exceptional, in addition to meeting the standard</i>	Effective <i>The description is the actual performance standard</i>	Developing/Needs Improvement	Unsatisfactory
<i>7 percentage points</i>	<i>5.25 percentage points</i>	<i>3.5 percentage points</i>	<i>1.75 percentage points</i>
The student services professional consistently demonstrates a high level of professionalism, contributes to the professional growth of others, and assumes a leadership role within the learning community.	The student services professional demonstrates behavior consistent with legal, ethical, and professional standards and engages in continuous professional growth.	The student services professional often does not display professional judgment or only occasionally participates in professional growth.	The student services professional fails to adhere to legal, ethical, or professional standards, including all requirements for professional growth.

PART III

Deliberate Practice Growth Target (DPGT) Process

Miami-Dade County Public Schools

DELIBERATE PRACTICE GROWTH TARGET PROCESS

GUIDELINES

Pursuant to Florida Statute 1012.98, “each school principal may establish and maintain an individual professional development plan for each instructional employee assigned to the school as a seamless component to the school improvement plans.” The individual professional development plan must:

- be related to specific performance data for the students to whom the teacher is assigned;
- define the inservice objective(s) and specific measurable improvements expected in student performance as a result of the inservice activity; and
- include an evaluation component that determines the effectiveness of the professional development plan.

Additionally, the Student Success Act (formerly (SB 736) requires that results of the instructional professional’s annual evaluation from the prior year be used to inform professional development planning for the current year.

The Deliberate Practice Growth Target (DPGT) process has been developed to meet the statutory requirements as well as allow the professional to determine areas for professional growth that will improve instructional practice and have a positive impact on student learning.

The DPGT form is to be completed within the first thirty (30) days of the instructional professional’s employment at the work location and may be revised during the school year as needed. The revisions must be mutually agreed upon by the instructional professional and the principal.

The professional development activities shall primarily focus on subject content and teaching methods including:

- Next Generation Sunshine State Standards/Florida Standards or Subject Area Content
- Instructional Strategies/Pedagogy
- Technology
- Assessment and Data Analysis
- Classroom Management
- Parental Involvement
- School Safety

Professional Development activities listed can include college courses, outside seminars, and District or school-based professional development offerings. To be considered a professional development activity for the DPGT, Master Plan Points (MPPs), college/university credit or continuing education units (CEUs) should have been offered to the participating professional.

DPGT PROCEDURES

<i>Reflection and Development Phase</i>	
Step 1: Data Collection	<p>Collect information regarding individual student learning. Review all that apply:</p> <ul style="list-style-type: none"> • School Improvement Plan • Disaggregated classroom-level student achievement data (e.g., Student Assessment Results, Reading Inventory Scores, Florida State Assessment (FSA) Scores, End-of-Course Assessment(s), Interim Assessments Pre/Post-tests, 9 week grades, etc.) • IPEGS annual evaluation from previous year • Other [e.g., certification, participation in Mentoring and Induction for New Teachers (MINT), etc.]
Step 2: Needs Assessment/Focus	<p>Based on the identified student needs, reflect and specify the training objectives expected to impact student performance.</p> <p>Example of Teacher Objective: To improve English/Language Arts (ELA) teaching methods</p>
Step 3: Growth Target	<p>Determine a deliberate growth target that addresses student learning.</p> <p>Example of a deliberate practice growth target:</p> <p style="padding-left: 40px;">During the school year, I will attend professional development to learn about the new ELA Florida Standards. This will impact my students' learning because they will be successful on the FSA.</p>
Step 4: Plan of Action	<p>Describe the specific professional development (PD) activity(ies) that will allow you to achieve your deliberate practice growth target.</p> <p>Example of Plan of Action: I plan to attend <i>Creating Independence through Student owned Strategies (CRISS)</i> Training as well as state and district professional development on the Florida Standards and FSA.</p>
Step 5: DPGT Form	<p>Meet with administrator to review and sign the DPGT form.</p> <p><i>Note: The DPGT form may be revised at any time as needed.</i></p>
<i>Reflection and Outcome Phase</i>	
Step 6: Impact	<p>Describe how your professional growth target has been achieved and the impact on your professional growth and student (s) learning.</p> <p>Example of Impact: As a result of participating in the <i>CRiSS</i> Training and implementing the Question-Answer Relationship (QAR) strategy with my students, their close reading skills improved as evidenced by improved scores on the district Interim Assessment and teacher created assignments.</p>
Step 7: Completion of DPGT Process	<p>Complete the DPGT form.</p> <p><i>Note: The completed form will be reviewed and signed by the professional and the site administrator. The completed and signed form must be included in the end-of-year documentation submitted by the professional.</i></p>

DPGT Template

Miami-Dade County Public Schools
Deliberate Practice Growth Target Form (FM 7575)

Professional's Name: _____ Employee Number: _____
School/Worksite: _____ School/Worksite Location #: _____ School Year: _____

Directions: Identify one deliberate practice growth target specific to instructional practice that impacts your students' learning.

Reflection and Development

Focus: Reflect on your current students' achievement data as it relates to teacher professional practice and identify an instructional practice that you will focus on to grow professionally and improve student(s) learning.

Growth Target: Describe what you plan to learn and the expected impact on your students' learning.

Plan of Action: Describe what you plan to do to achieve your deliberate practice growth target.

Reflection and Outcome

Impact: Describe how your deliberate practice growth target has been achieved and the impact on your professional growth and student(s) learning.

Reflection and Development Phase (Planning):

Professional's Signature: _____ Date: _____

Principal's/Site Administrator's Signature: _____ Date: _____

Revised/Updated:

Professional's Signature: _____ Date: _____

Principal's/Site Administrator's Signature: _____ Date: _____

Reflection and Outcome Phase (End-of-Year):

Professional's Signature: _____ Date: _____

Principal's/Site Administrator's Signature: _____ Date: _____

A copy of this document must be retained by the principal in the professional's personnel file. This form may be revised/updated at any time as needed.

PART IV

EVALUATION FORMS

INTRODUCTION

Part IV contains copies of the forms used during the annual evaluation for teachers, instructional support personnel, and student services personnel. The assessor and the professional use the forms to provide evidence of the quality of work performed. The assessor maintains the forms and provides copies to the professional. The assessor retains originals of the completed DPGT form, documentation cover sheet, observation form(s), and summative form at the school/worksite.

Table 10: Items Used as Evidence of Quality Work Performance

Form	Documentation Completed by	
	Assessor	Professional
Deliberate Practice Growth Target (DPGT) Form		✓
Observation of Standards Form (OSF) - Teacher, Instructional Support Personnel, or Student Services Personnel	✓	
Documentation Cover Sheet and Artifacts (attachments)		✓
Formative Performance Evaluation (FPE) - Probationary Teacher, Probationary Instructional Support Personnel, or Probationary Student Services Personnel	✓	
Summative Performance Evaluation (SPE) - Teacher, Instructional Support Personnel, or Student Services Personnel	✓	
Improvement Plan (IP) (if applicable)	✓	

Miami-Dade County Public Schools
INSTRUCTIONAL PERFORMANCE EVALUATION AND GROWTH SYSTEM
OBSERVATION OF STANDARDS FORM-TEACHER

Teacher: _____ **Employee No.** _____ **School:** _____

Contract Status: Probationary Annual Professional Service Continuing Other _____

Observation: 1 2 3 4 5 _____

Grade/Subject Observed: _____ **Date:** _____ **Time: From** _____ **To** _____

Assessors use this form to document the required annual formal observation of the teacher. Evidence must include descriptive language, which may be positive and/or negative examples. (Refer to the IPEGS Procedural Handbook for further explanation).

<p>PERFORMANCE STANDARD 2: KNOWLEDGE OF LEARNERS The teacher identifies and addresses the needs of learners by demonstrating respect for individual differences, cultures, backgrounds, and learning styles.</p> <p>FEAPs: 1, 2, 3, 4</p>	<p>Supporting Evidence (Comment Required)</p>
<p>PERFORMANCE STANDARD 3: INSTRUCTIONAL PLANNING The teacher uses appropriate curricula, instructional strategies, and resources to develop lesson plans that include goals and/or objectives, learning activities, assessment of student learning, and home learning in order to address the diverse needs of students.</p> <p>FEAPs: 1, 3, 4, 5</p>	<p>Supporting Evidence (Comment Required)</p>
<p>PERFORMANCE STANDARD 4: INSTRUCTIONAL DELIVERY AND ENGAGEMENT The teacher promotes learning by demonstrating accurate content knowledge and by addressing academic needs through a variety of appropriate instructional strategies and technologies that engage learners.</p> <p>FEAPs: 2, 3, 4, 5</p>	<p>Supporting Evidence (Comment Required)</p>
<p>PERFORMANCE STANDARD 5: ASSESSMENT The teacher gathers, analyzes, and uses data (including state assessment data, as applicable) to measure learner progress, guide instruction, and provide timely feedback.</p> <p>FEAPs: 1, 3, 4, 5</p>	<p>Supporting Evidence <input type="checkbox"/> Not an observable standard – No comment required unless warranted.</p>
<p>PERFORMANCE STANDARD 6: COMMUNICATION The teacher communicates effectively with students, their parents or families, staff, and other members of the learning community.</p> <p>FEAPs: 2, 4, 5</p>	<p>Supporting Evidence <input type="checkbox"/> Not an observable standard – No comment required unless warranted.</p>
<p>PERFORMANCE STANDARD 7: PROFESSIONALISM The teacher demonstrates behavior consistent with legal, ethical, and professional standards and engages in continuous professional growth.</p> <p>FEAPs: 5, 6</p>	<p>Supporting Evidence <input type="checkbox"/> Not an observable standard – No comment required unless warranted.</p>
<p>PERFORMANCE STANDARD 8: LEARNING ENVIRONMENT The teacher creates and maintains a safe learning environment while encouraging fairness, respect, and enthusiasm.</p> <p>FEAP: 2</p>	<p>Supporting Evidence (Comment Required)</p>

Comments/Specific Suggestions/Discussion

If performance is unsatisfactory complete this section by marking the appropriate boxes.

Deficiencies noted in the following performance standard(s): 2 3 4 5 6 7 8

Assessor Action: Support Dialogue Improvement Plan

Support Dialogue Successful

Support Dialogue (SD) Extension [One (1) extension up to ten (10) work days]

SD Extension: Start Date: _____ End Date: _____

Signatures acknowledge the occurrence of the post-observation meeting and receipt of a copy of the observation form by the professional.

Teacher's Signature _____ Date _____

Assessor's Signature _____ Date _____

*IPEGS Performance Standards (PS) Indicators-Teacher

*(This information is provided for guidance purposes **ONLY**)

<p>PS2: Knowledge of Learners</p> <ul style="list-style-type: none"> • Responds to the intellectual, social, and physical development of the age group • Presents concepts at different levels of complexity for students of varying developmental stages • Provides a range of activities: readiness, interests, learning styles, and cultural/linguistic backgrounds 	<p>PS3: Instructional Planning</p> <ul style="list-style-type: none"> • Uses both formative and summative student learning data to guide planning • Develops plans that are clear, logical, sequential, and aligned to standards-based learning • Plans instruction effectively for content mastery, pacing, and transitions • Identifies and plans for the instructional and developmental needs of all learners • Gathers, evaluates, and/or creates appropriate instructional materials
<p>PS4: Instructional Delivery and Engagement</p> <ul style="list-style-type: none"> • Engages students in diverse activity structures: individual, collaborative, and whole-group • Demonstrates current knowledge of content in a logical and sequential manner • Uses multiple levels of questions and makes adjustments for reteaching/remediation/enrichment • Connects students' prior knowledge, life experiences, and interests to learning goals • Presents lessons with use of explicit instruction • Uses appropriate literacy strategies to build academic vocabulary • Uses a variety of strategies to engage students in higher-order learning tasks • Engages students in authentic learning, real-life applications, and interdisciplinary connections • Uses appropriate pace and maximizes instructional time for student learning, as appropriate • Uses technology to individualize instruction and enhance learning, as appropriate • Reinforces learning goals throughout the lesson • Provides ongoing, timely, and specific feedback to students 	<p>PS5: Assessment</p> <ul style="list-style-type: none"> • Uses local and state assessment data to design instruction that meets students' needs • Uses pre-assessment data, formative and summative assessments to inform instruction • Uses formative assessments to adjust instruction for reteaching, remediation, and enrichment • Helps students understand assessment criteria, monitor, and reflect on their work • Maintains sufficient assessment data to support accurate reporting of student progress • Aligns assessments to learning goals and standards • Provides timely and specific feedback to students, parents, and stakeholders
<p>PS6: Communication</p> <ul style="list-style-type: none"> • Uses correct and acceptable forms of communication • Communicates with colleagues from content areas/agencies to integrate instruction and/or services • Maintains positive collaborative relationships with school personnel, families, and community stakeholders • Uses technology to support and enhance communication, as appropriate 	<p>PS7: Professionalism</p> <ul style="list-style-type: none"> • Follows all legal and procedural requirements: Code of Ethics, State Statutes, and Board Policies • Reflects on strengths and areas for growth and sets deliberate practice growth targets for improvement • Engages in ongoing and collaborative professional development • Provides evidence of professional growth experiences • Incorporates learning from professional growth experiences • Incorporates learning from professional growth opportunities and reflects upon effectiveness • Contributes professionally to the school community • Maintains accurate records (e.g., attendance records, IEPs) • Works in a collegial and collaborative manner with school personnel and the community
<p>PS8: Learning Environment</p> <ul style="list-style-type: none"> • Establishes and maintains effective classroom rules and procedures • Creates an environment that is stimulating, challenging, and fosters intellectual risk-taking • Organizes a safe physical environment that is conducive to student learning and collaborative work • Maintains an environment that reflects a culture of inclusivity, equity, and respect • Promotes accountability for learning and holds high academic expectations for all students • Uses verbal, nonverbal, and electronic communication tools to challenge and support students • Encourages students to receive and accept constructive feedback on individual work and behavior 	

**INSTRUCTIONAL PERFORMANCE EVALUATION AND GROWTH SYSTEM
OBSERVATION OF STANDARDS FORM-INSTRUCTIONAL SUPPORT PROFESSIONAL**

Professional: _____ **Employee No:** _____ **Worksite:** _____

Contract Status: Probationary Annual Professional Service Continuing

Observation: 1 2 3 4 5 _____

Grade/Subject Area/Program Observed: _____ **Date:** _____ **Time: From** _____ **To** _____

Assessors use this form to document the required annual formal observation of the teacher. Evidence must include descriptive language, which may be positive and/or negative examples. (Refer to the IPEGS Procedural Handbook for further explanation).

<p>PERFORMANCE STANDARD 2: KNOWLEDGE OF LEARNERS The student services professional identifies and addresses the needs of the target learning community by demonstrating respect for individual differences, and understanding of cultures, backgrounds, and learning styles. FEAPs: 1, 2, 3, 4, 5, 6</p>	<p>Supporting Evidence (Comment Required)</p>
<p>PERFORMANCE STANDARD 3: PROGRAM MANAGEMENT The student services professional plans, organizes, and manages programs and/or services to meet the diverse needs of all learners. FEAPs: 1, 3, 5, 6</p>	<p>Supporting Evidence (Comment Required)</p>
<p>PERFORMANCE STANDARD 4: PROGRAM DELIVERY The student services professional uses knowledge of subject/content/field/technology to implement services for learners and the learning community consistent with established standards and guidelines. FEAPs: 1, 2, 3, 5</p>	<p>Supporting Evidence (Comment Required)</p>
<p>PERFORMANCE STANDARD 5: ASSESSMENT The student services professional gathers, analyzes, and uses data (including state assessment data, if applicable) to measure and guide learner or program progress, and to provide timely feedback. FEAPs: 1, 3, 4</p>	<p>Supporting Evidence <input type="checkbox"/> Not an observable standard – No comment required unless warranted.</p>
<p>PERFORMANCE STANDARD 6: COMMUNICATION The student services professional communicates effectively with learners, their parents or families, staff, and other members of the learning community and advocates for learners. FEAPs: 1, 2, 3, 4, 5</p>	<p>Supporting Evidence <input type="checkbox"/> Not an observable standard – No comment required unless warranted.</p>
<p>PERFORMANCE STANDARD 7: PROFESSIONALISM The student services professional demonstrates behavior consistent with legal, ethical, and professional standards and engages in continuous professional growth. FEAPs: 1, 2, 3, 4, 5, 6</p>	<p>Supporting Evidence <input type="checkbox"/> Not an observable standard – No comment required unless warranted.</p>

Comments/Specific Suggestions/Discussion

If performance is unsatisfactory complete this section by marking the appropriate boxes.

Deficiencies noted in the following performance standard(s): 2 3 4 5 6 7

Assessor Action: Support Dialogue

Improvement Plan

Support Dialogue Successful

Support Dialogue (SD) Extension [One (1) extension up to ten (10) work days]

SD Extension: Start Date: _____ End Date: _____

Signatures acknowledge the occurrence of the post-observation meeting and receipt of a copy of the observation form by the professional.

Professional's Signature _____ Date _____

Assessor's Signature _____ Date _____

*IPEGS Performance Standards (PS) Indicators-Instructional Support Professional

*(This information is provided for guidance purposes **ONLY**)

<p>PS2: Knowledge of Learners</p> <ul style="list-style-type: none"> • Uses district, school, family, and community resources to help meet learner and/or program needs • Demonstrates an understanding of developmental stages of learners • Accommodates various learning styles and cultural, ethnic, and linguistic backgrounds to assist in the implementation of intervention plans • Demonstrates the understanding of the principles of adult learning • Uses knowledge of learners to select and acquire appropriate resources to reflect the needs of the learning community 	<p>PS3: Program Management</p> <ul style="list-style-type: none"> • Demonstrates an understanding of and follows applicable local, state, and federal regulations, policies, guidelines, and procedures • Demonstrates current knowledge of the field/subject matter • Demonstrates effective scheduling and time management skills • Organizes and maintains appropriate service log and/or program plan • Identifies learner performance, student program needs and manages available resources (including state reading requirements, as applicable) • Orients, trains, and supervises library/media center personnel and/or students
<p>PS4: Program Delivery</p> <ul style="list-style-type: none"> • Selects, develops, organizes, implements, or supports curriculum for specific learner and/or program needs • Uses technology to deliver services/programs [Florida Statute 1012.98 • Supports a rigorous reading requirement for reading and language arts middle school programs, as applicable (Florida Statute 1003.4156) • Consults with stakeholders to design, implement, or support services for specific learner or program needs • Provides a safe and positive learning environment • Seeks, selects, and uses resources that are compatible with learner/program needs and ensures equitable access for all learners • Develops, organizes, and implements effective reading promotional and literature appreciation activities to promote lifelong learning • Remains current in subject/content/field/technology and professional practices 	<p>PS5: Assessment</p> <ul style="list-style-type: none"> • Uses data to assess learner and/or program needs and outcomes • Uses data to monitor learner and/or program progress • Provides accurate feedback for learners, staff, and other stakeholders • Uses data to determine learner needs and support instructional programs • Periodically assesses, formally and informally, and evaluates collection of materials and resources to ensure that the needs of learners and staff are being met
<p>PS6: Communication</p> <ul style="list-style-type: none"> • Supports, promotes, and communicates the mission, vision, and goals of the school and M-DCPS • Communicates with colleagues from other fields/content areas in the integration of instruction and/or services • Communicates with stakeholders to support the needs of the learning community • Collaborates with stakeholders when appropriate; such as with students, colleagues, administrators, other school personnel, community members, and families • Uses technology to support and enhance communication, as appropriate • Responds promptly to stakeholders 	<p>PS7: Professionalism</p> <ul style="list-style-type: none"> • Follows all applicable legal and procedural requirements (Family Educational Rights and Privacy Act (FERPA), Code of Ethics, State Statutes, and Board Policies, etc.) • Delivers services consistent with national and state association ethical principles and professional standards of practice • Demonstrates professional growth through participation in a meaningful and continuous process of professional development • Maintains confidentiality in the delivery of services in accordance with professional standards and legal procedures • Follows federal, state, and local laws, rules, regulations, guidelines, and policies • Establishes and maintains professional relationships with administrators, school staff, parents, community members, business and civic organizations • Mentors, trains, or supports other staff • Maintains accurate records

Miami-Dade County Public Schools

**INSTRUCTIONAL PERFORMANCE EVALUATION AND GROWTH SYSTEM
OBSERVATION OF STANDARDS FORM-STUDENT SERVICES PROFESSIONAL**

Professional: _____ **Employee No.** _____ **Worksite:** _____
Contract Status: Probationary Annual Professional Service Continuing
Observation: 1 2 3 4 5 _____
Grade/Subject Area/Program Observed: _____ **Date:** _____ **Time: From** _____ **To** _____

Assessors use this form to document the required annual formal observation of the teacher. Evidence must include descriptive language, which may be positive and/or negative examples. (Refer to the IPEGS Procedural Handbook for further explanation).

<p>PERFORMANCE STANDARD 2: KNOWLEDGE OF LEARNERS The student services professional identifies and addresses the needs of the target learning community by demonstrating respect for individual differences, and understanding of cultures, backgrounds, and learning styles. FEAPs: 1, 2, 3, 5, 6</p>	<p>Supporting Evidence (Comment Required)</p>
<p>PERFORMANCE STANDARD 3: PROGRAM MANAGEMENT The student services professional plans, organizes, and manages programs and/or services to meet the diverse needs of all learners. FEAPs: 1, 4, 5, 6</p>	<p>Supporting Evidence (Comment Required)</p>
<p>PERFORMANCE STANDARD 4: PROGRAM DELIVERY The student services professional uses knowledge of subject/content/field/technology to implement services for learners and the learning community consistent with established standards and guidelines. FEAPs: 4</p>	<p>Supporting Evidence (Comment Required)</p>
<p>PERFORMANCE STANDARD 5: ASSESSMENT The student services professional gathers, analyzes, and uses data (including state assessment data, if applicable) to measure and guide learner or program progress, and to provide timely feedback. FEAPs: 1, 3, 4</p>	<p>Supporting Evidence <input type="checkbox"/> Not an observable standard – No comment required unless warranted.</p>
<p>PERFORMANCE STANDARD 6: COMMUNICATION The student services professional communicates effectively with learners, their parents or families, staff, and other members of the learning community and advocates for learners. FEAPs: 1, 2, 3, 4, 5, 6</p>	<p>Supporting Evidence <input type="checkbox"/> Not an observable standard – No comment required unless warranted.</p>
<p>PERFORMANCE STANDARD 7: PROFESSIONALISM The student services professional demonstrates behavior consistent with legal, ethical, and professional standards and engages in continuous professional growth. FEAPs: 1, 2, 3, 4, 5, 6</p>	<p>Supporting Evidence <input type="checkbox"/> Not an observable standard – No comment required unless warranted.</p>

Comments/Specific Suggestions/Discussion

If performance is unsatisfactory complete this section by marking the appropriate boxes

Deficiencies noted in the following performance standards(s): 2 3 4 5 6 7

Assessor Action: Support Dialogue Improvement Plan

Support Dialogue Successful

Support Dialogue (SD) Extension [One (1) extension up to ten (10) work days]

SD Extension: Start Date: _____ End Date: _____

Signatures acknowledge the occurrence of the post-observation meeting and receipt of a copy of the observation form by the professional.

Professional's Signature _____ Date _____

Assessor's Signature _____ Date _____

***IPEGS Performance Standards (PS) Indicators-Student Services Professional**

**(This information is provided for guidance purposes ONLY)*

<p>PS2: Knowledge of Learners</p> <ul style="list-style-type: none"> • Uses appropriate school, family, and community resources to help meet all students' learning needs • Demonstrates an understanding of varying developmental stages of learners • Identifies various students' learning styles and cultural and linguistic backgrounds to assist in the implementation of intervention plans • Uses a variety of strategies or approaches to meet the unique cultural needs of learners • Promotes and models respect for individual and cultural differences • Uses cumulative records, computerized data, and interviews with teachers, parents, and stakeholders in the learning community to determine learner needs • Presents concepts at different levels of complexity for learners and families of varying backgrounds and developmental stages 	<p>PS3: Program Management</p> <ul style="list-style-type: none"> • Follows local, state, and federal regulations, policies, guidelines, and procedures in providing services • Demonstrates current knowledge of the field/subject/content matter • Organizes and maintains service log and/or program plan, accurate and up-to-date learner records, including screening, referrals, and data collection as required • Effectively plans and manages referrals, scheduling, and caseload • Facilitates appropriate implementation of student services program • Identifies and manages available resources to address learner needs • Designs interventions to address specific learner needs • Provides and follows schedules for assigned schools and informs appropriate staff of schedule updates
<p>PS4: Program Delivery</p> <ul style="list-style-type: none"> • Remains current in subject/content/field/technology and professional practices • Provides services in a safe and positive setting • Presents information and services using varied strategies to meet learner needs and diversity • Uses technology as appropriate to deliver services and programs (Florida Statute 1012.98) • Supports a rigorous reading requirement for reading and language arts middle school programs, as applicable (Florida Statute 1003.4156) • Consults on a continual basis with administration, parents, community agencies, school and support personnel to resolve issues and/or inform on progress related to the provision of programs/services to individual learners 	<p>PS5: Assessment</p> <ul style="list-style-type: none"> • Provides accurate feedback to learners, families, and staff on assessment results including state and local assessments • Uses state and local assessment data to modify strategies/interventions/services/programs • Demonstrates proficiency in administering, scoring/evaluating, and interpreting data from instruments and records • Periodically assesses formally and/or informally and evaluates collection of materials and resources to ensure that the needs of learners and staff are being met
<p>PS6: Communication</p> <ul style="list-style-type: none"> • Follows all legal and procedural requirements: Code of Ethics, State Statutes, and Board Policies • Supports, promotes, and communicates the mission, vision, and goals of the school and M-DCPS • Actively assumes an advocacy role for learners and families • Communicates with colleagues from other fields/content areas in the integration of services and/or instruction • Communicates with staff, families, and community resources to support the success of a diverse learner population • Uses technology to support and enhance communication, as appropriate (Florida Statute 1012.98) • Responds promptly to learner, family, and staff concerns • Initiates and maintains communication with parents and members of the learning community regarding learner needs and progress • Collaborates with stakeholders when appropriate; such as with students, colleagues, administrators, other school personnel, community members, and families 	<p>PS7: Professionalism</p> <ul style="list-style-type: none"> • Follows all applicable legal and procedural requirements [(Family Educational Rights and Privacy Act (FERPA), Code of Ethics, State Statutes, and Board Policies, etc.)] • Delivers services consistent with national and state associations' ethical principles and professional standards of practice • Demonstrates professional growth through participating in a meaningful and continuous process of professional development • Mentors, trains, and/or coaches colleagues • Maintains confidentiality in the delivery of services in accordance with professional standards and legal procedures • Follows federal, state, and local laws, and school board rules, guidelines, and policies • Establishes and maintains professional relationships with administrators, school staff, parents, community members, business and civic organizations • Maintains accurate records (e.g., attendance records, IEPs, and other mandated forms)

REQUIRED DOCUMENTATION DESCRIPTION

What is “Required Documentation”?

Required documentation is:

- ◆ a packet of evidence stapled to the *Documentation Cover Sheet* in the upper-left-hand corner and submitted to the assessor at least 35 calendar days prior to the last day of the school year for professionals.
- ◆ one component of a multi-source evaluation and complements the observation components of IPEGS.
- ◆ limited to the required documentation listed on the cover sheet.
- ◆ is a professional document (it should be user-friendly, neat, and organized).
- ◆ is returned to the professional after review by the assessor.
- ◆ is the property of the employee (even if the employee changes schools or leaves the school district).

Note: The Required Documentation:

- ◆ should be available as reference at the summative performance evaluation meeting, and
- ◆ is returned to the professional after review by the assessor and assessee.

For how long is documentation kept?

For the current evaluation year

What items are required for the summative performance evaluation meeting?

The cover sheet and items listed in the table below

Performance Standard	Required Items at the Summative Evaluation Meeting
1. Learner Progress	<ul style="list-style-type: none">◆ <i>Learner Progress data, if available at the time of the Summative Performance Evaluation Meeting (Student Success Act, updated in 2015 through House Bill 7069, requires at least one-third (1/3) of the Evaluation be based upon data and indicators of student learning growth)</i>◆ Definition of appropriate learner progress measures compliant with Florida Statute 1012.34 will be provided by the Assessment, Research, and Data Analysis Office.
2. Knowledge of Learners	None. Knowledge of learners is observed during the formal observation.
3. Instructional Planning	None. Lesson plans are available before, during and after the formal observation.
4. Instructional Delivery and Engagement	None. Instructional materials are observed during a formal observation.
5. Assessment	None. Assessment data (e.g., state and local assessments, student work folders, electronic data, IEPs) are reviewed during a formal observation and throughout the annual evaluation process.
6. Communication	Documentation of <i>Communication with stakeholders</i> – sample form provided (e.g., teachers may print records or provide their own documentation).
7. Professionalism	Documentation of <i>Professional Development/Professional Growth Experiences</i> – (e.g., Center for Professional Learning record of professional development, workshop certificates, college transcripts, seminar/conference agenda, National Board Certification, Lesson and Book Study minutes, evidence of active participation in professional educational organizations) from the current evaluation period.
8. Learning Environment	None. The learning environment is observed during the classroom observation.

IPEGS DOCUMENTATION COVER SHEET

Professional's Name: _____ Employee Number: _____

Assessor's Name: _____ School Year _____

Directions: Professionals will place required items in sequential order behind this cover sheet and staple in the upper left hand corner. Submit the packet to your assessor at least 35 calendar days prior to the last day of the school year for professionals. Assessors will review the submission and make evaluative notes in the appropriate sections of this cover sheet.

Check if
submitted

Required Item

Professional Development/Professional Growth Experiences

Summarize the Professional Development/growth experiences that contributed to the improvements made in instructional delivery and student achievement – Provide evidence of the successful completion of professional development/growth experiences. Evidence may include, but is not limited to, professional development records, college transcripts, or meeting/conference agendas. Additionally, professionals may provide evidence of other professional growth experiences (e.g., records of participation in Lesson Study, Book Study, or professional educational organizations. The completed Deliberate Practice Growth Targets Form is weighted at 15% of the IPEGS Process. (The 15% weighting is for the 2014-2015 school year and all weightings are subject to annual negotiations between M-DCPS and UTD.)

Assessor Evaluative Notes

Communication

Provide evidence of how the professional communicates with stakeholders (e.g., families, students, staff, and other members of the learning community). Evidence may include communication logs, meeting notes, or samples of emails.

Assessor Evaluative Notes

Reviewed by: _____
Assessor's Signature: _____ Date: _____

Sample Communication Log

Professional's Name _____ School Year _____

Date	Person	Purpose	Mode	Notes
			<input type="checkbox"/> Mtg./Conf. <input type="checkbox"/> Email <input type="checkbox"/> Note/Letter <input type="checkbox"/> Telephone	
			<input type="checkbox"/> Mtg./Conf. <input type="checkbox"/> Email <input type="checkbox"/> Note/Letter <input type="checkbox"/> Telephone	
			<input type="checkbox"/> Mtg./Conf. <input type="checkbox"/> Email <input type="checkbox"/> Note/Letter <input type="checkbox"/> Telephone	
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The professional should maintain documentation of communication with stakeholders (e.g., students, families, staff, and faculty) in the learning community.

**INSTRUCTIONAL PERFORMANCE EVALUATION AND GROWTH SYSTEM
FORMATIVE PERFORMANCE EVALUATION-PROBATIONARY TEACHER ONLY**

Probationary Contract Teacher: _____ **Employee Number:** _____

School/Worksite: _____ **School Year:** _____ **Current Assignment:** _____

Area(s) of Certification: _____ **Date(s) of Observation:** _____

Contract Status: Probationary Annual Professional Service Continuing

Documentation Reviewed: Required Documentation Observation Other _____

Directions:

Assessors use this form after conducting the first observation of the school year to provide the Probationary Contract Status Teacher with an assessment of his/her performance. A comment must be provided for any rating below “**effective**.” The performance standard appears in bold on the rubric. The assessor and the teacher initial each page of this form. The teacher receives a copy of the form. The signed form is placed in the teacher’s schoolsite/work location personnel file.

PERFORMANCE STANDARD 1: LEARNER PROGRESS

Place a check in the box, if applicable.

A discussion has been held regarding available student performance data.

Comments (Optional)

PERFORMANCE STANDARD 2: KNOWLEDGE OF LEARNERS

Highly Effective <i>The professional’s work is exceptional, in addition to meeting the standard.</i>	Effective <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
The teacher consistently meets the individual and diverse needs of learners in a highly effective manner.	The teacher identifies and addresses the needs of learners by demonstrating respect for individual differences, cultures, backgrounds, and learning styles.	The teacher attempts, but is often ineffective in demonstrating knowledge and understanding of the needs of the target learning community.	The teacher consistently demonstrates a lack of awareness of the needs of the target learning community or fails consistently to make appropriate accommodations to meet those needs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			

Professional Initials: _____

Assessor Initials: _____

Probationary Contract Teacher: _____ Employee Number: _____

School/Worksite: _____ Work Location#: _____ School Year: _____

PERFORMANCE STANDARD 3: INSTRUCTIONAL PLANNING

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard.</i>	Effective <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
The teacher consistently creates, evaluates and modifies, as appropriate, instructional strategies during the planning process.	The teacher uses appropriate curricula (including state reading requirements, if applicable), instructional strategies, and resources to develop lesson plans that include goals and/or objectives, learning activities, assessment of student learning, and home learning in order to address the diverse needs of students.	The teacher attempts to use appropriate curricula, instructional strategies, and/or resources to address the diverse needs of students during the planning process, but is often ineffective; and/or the teacher attempts to develop lesson plans but lacks one or more of the four basic components.	The teacher consistently demonstrates a lack of planning or fails to properly address the curriculum in meeting the diverse needs of all learners.
<input type="checkbox"/> <i>Comments</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PERFORMANCE STANDARD 4: INSTRUCTIONAL DELIVERY AND ENGAGEMENT

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard.</i>	Effective <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
The teacher consistently optimizes learning by engaging all groups of students in higher-order thinking and by effectively implementing a variety of appropriate instructional strategies and technologies.	The teacher promotes learning by demonstrating accurate content knowledge and by addressing academic needs through a variety of appropriate instructional strategies and technologies that engage learners.	The teacher attempts to use instructional strategies or technology to engage students, but is often ineffective or needs additional content knowledge.	The teacher lacks content knowledge or fails consistently to implement instructional strategies to academically engage learners.
<input type="checkbox"/> <i>Comments</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Professional Initials: _____

Assessor Initials: _____

Probationary Contract Teacher: _____ Employee Number: _____

School/Worksite: _____ Work Location#: _____ School Year: _____

PERFORMANCE STANDARD 5: ASSESSMENT

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard.</i>	Effective <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
The teacher consistently demonstrates expertise in using a variety of formal and informal assessments based on intended learning outcomes to assess learning. Also teaches learners how to monitor and reflect on their own academic progress.	The teacher gathers, analyzes, and uses data (including required assessment data, as applicable) to measure learner progress, guide instruction, and provide timely feedback.	The teacher attempts to use a selection of assessment strategies to link assessment to learning outcomes, or uses assessment to plan/modify instruction, but is often ineffective.	The teacher consistently fails to use baseline data to make instructional decisions and/or fails to provide feedback on learner progress in a timely manner.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			

PERFORMANCE STANDARD 6: COMMUNICATION

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard.</i>	Effective <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
The teacher consistently uses a variety of communication techniques to inform, collaborate with, and/or respond to students and other stakeholders in a highly effective manner.	The teacher communicates effectively with students, their parents or families, staff, and other members of the learning community.	The teacher often communicates with students, staff, and other members of the learning community in an inconsistent or ineffective manner.	The teacher consistently fails to communicate effectively with students, staff and other members of the learning community.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			

Professional Initials: _____

Assessor Initials: _____

Probationary Contract Teacher: _____ Employee Number: _____

School/Worksite: _____ Work Location#: _____ School Year: _____

PERFORMANCE STANDARD 7: PROFESSIONALISM

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard.</i>	Effective <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
The teacher consistently demonstrates a high level of professionalism, contributes to the professional growth of others, and/or assumes a leadership role within the learning community.	The teacher demonstrates behavior consistent with legal, ethical, and professional standards and engages in continuous professional growth.	The teacher often fails to display professional judgment or only occasionally participates in professional growth.	The teacher fails to adhere to legal, ethical, or professional standards, including all requirements for professional growth.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			

PERFORMANCE STANDARD 8: LEARNING ENVIRONMENT

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard.</i>	Effective <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
The teacher consistently provides a well-managed, stimulating, student-centered environment that is academically challenging and respectful.	The teacher creates and maintains a safe learning environment while encouraging fairness, respect, and enthusiasm.	The teacher attempts to address student behavior and needs required for a safe, positive, social, and academic environment, but is often ineffective.	The teacher consistently addresses student behavior in an ineffective manner and/or fails to maintain a safe, equitable learning environment.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			

Formative Evaluation Signatures of Record_____
Professional's Signature

Signature denotes the formative meeting occurred.

Date_____
Assessor's Signature

Signature denotes assessor conducting the formative evaluation meeting.

Date *Written Response by Professional attached, if applicable. Date: _____***Formative Evaluation Status (Completed by the Site Administrator)**

- Performance to date is at an **Effective** or **better** level
- Performance to date is at a **Developing** level
- Performance to date is **Unsatisfactory** level

Principal/Site Administrator's Signature/Date

Attach the first IPEGs Observation of Standards Form to this formative evaluation. Provide a copy of both documents to the professional and place the original in the professional's schoolsite/work location personnel file.

Pursuant to Florida Statute §1012.31: An employee evaluation "shall be confidential ... until the end of the school year immediately following the school year in which the evaluation was made."

INSTRUCTIONAL PERFORMANCE EVALUATION AND GROWTH SYSTEM
FORMATIVE PERFORMANCE EVALUATION-INSTRUCTIONAL SUPPORT PROFESSIONAL ONLY

Probationary Contract Professional: _____ **Employee Number:** _____

School/Worksite: _____ **School Year:** _____ **Current Assignment:** _____

Area(s) of Certification: _____ **Date(s) of Observation:** _____

Contract Status: Probationary Annual Professional Service Continuing

Documentation Reviewed: Required Documentation Observation Other _____

Directions

Assessors use this form after conducting the first observation of the school year to provide the Probationary Contract Status Professional with an assessment of his/her performance. A comment must be provided for any rating below "effective." The performance standard appears in bold on the rubric. The assessor and the professional initial each page of this form. The professional receives a copy of the form. The signed form is placed in the professional's schoolsite/work location personnel file.

PERFORMANCE STANDARD 1: LEARNER PROGRESS

Place a check in the box, if applicable.

A discussion has been held regarding available student performance data.

Comments (Optional)

PERFORMANCE STANDARD 2: KNOWLEDGE OF LEARNERS

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard.</i>	Effective <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
The instructional support professional consistently addresses the needs of the target learning community in a highly effective manner.	The instructional support professional identifies and addresses the needs of the target learning community by demonstrating respect for individual differences, and understanding of cultures, backgrounds, and learning styles.	The instructional support professional attempts, but is often ineffective in demonstrating knowledge and understanding of the needs of the target learning community.	The instructional support professional consistently demonstrates a lack of awareness of the needs of the target learning community or fails consistently to make appropriate accommodations to meet those needs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments			

Professional Initials: _____

Assessor Initials: _____

Probationary Contract Professional: _____ Employee Number: _____

School/Worksite: _____ Work Location#: _____ School Year: _____

PERFORMANCE STANDARD 3: PROGRAM MANAGEMENT

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard.</i>	Effective <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
The instructional support professional consistently monitors, evaluates, modifies and/or designs programs/services that impact learners.	The instructional support professional plans, organizes, promotes, and manages programs and/or services to meet the diverse needs of all learners.	The instructional support professional is often ineffective in planning, organizing, and managing services to meet the diverse needs of all learners.	The instructional support professional consistently fails to plan, organize, or manage services to meet the diverse needs of all learners.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			

PERFORMANCE STANDARD 4: PROGRAM DELIVERY

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard.</i>	Effective <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
The instructional support professional consistently demonstrates a high level of performance and utilizes best practices in the delivery of services.	The instructional support professional uses knowledge of subject/content/field/technology to implement services for the targeted learning community consistent with established standards and guidelines.	The instructional support professional often implements services ineffectively to the targeted learning community based on established standards and guidelines.	The instructional support professional consistently fails to implement services to the targeted learning community in a manner that is aligned with established standards and guidelines.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			

PERFORMANCE STANDARD 5: ASSESSMENT

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard.</i>	Effective <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
The instructional support professional consistently demonstrates expertise in monitoring current data to benefit learner/program outcomes and/or supports colleagues in understanding and using data.	The instructional support professional gathers, analyzes, and uses data (including required assessment data, if applicable) to measure and guide learner or program progress, and to provide timely feedback.	The instructional support professional is often ineffective in gathering, analyzing, and using data to measure and guide learner or program progress, and to provide timely feedback.	The instructional support professional consistently fails to gather, analyze, or use data to measure and guide learner or program progress, and to provide timely feedback.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			

Professional Initials: _____

Assessor Initials: _____

Probationary Contract Professional: _____ Employee Number: _____

School/Worksite: _____ Work Location#: _____ School Year: _____

PERFORMANCE STANDARD 6: COMMUNICATION

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard.</i>	Effective <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
The instructional support professional uses a variety of communication to inform, network, and/or respond to students, and other stakeholders in a highly effective manner.	The instructional support professional communicates effectively with learners, their parents or families, staff, and other members of the learning community.	The instructional support professional often communicates ineffectively with students, staff, and/or other members of the learning community.	The instructional support professional consistently fails to communicate effectively with students, staff, and/or other members of the learning community.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			

PERFORMANCE STANDARD 7: PROFESSIONALISM

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard.</i>	Effective <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
The instructional support professional consistently demonstrates a high level of professionalism, contributes to the professional growth of others, and/or assumes a leadership role within the learning community.	The instructional support professional demonstrates behavior consistent with legal, ethical, and professional standards and engages in continuous professional growth.	The instructional support professional often does not display professional judgment or only occasionally participates in professional growth.	The instructional support professional fails to adhere to legal, ethical, or professional standards, including all requirements for professional growth.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			

Formative Evaluation Signatures of Record

Professional's Signature

Signature denotes the formative meeting occurred.

Date

Assessor's Signature

Signature denotes assessor conducting the formative evaluation meeting.

Date

Written Response by Professional attached, if applicable. Date: _____

Formative Evaluation Status (Completed by the Site Administrator)

- Performance to date is at an **Effective** or **better** level
- Performance to date is at a **Developing** level
- Performance to date is **Unsatisfactory** level

Principal/Site Administrator's Signature/Date

Attach the first IPEGS Observation of Standards Form to this formative evaluation. Provide a copy of both documents to the professional and place the original in the professional's schoolsite/work location personnel file.

Pursuant to Florida Statute §1012.31: An employee evaluation "shall be confidential ... until the end of the school year immediately following the school year in which the evaluation was made."

**INSTRUCTIONAL PERFORMANCE EVALUATION AND GROWTH SYSTEM
FORMATIVE PERFORMANCE EVALUATION-STUDENT SERVICES PROFESSIONAL ONLY**

Probationary Contract Professional: _____ **Employee Number:** _____

School/Worksite: _____ **School Year:** _____ **Current Assignment:** _____

Area(s) of Certification: _____ **Date(s) of Observation:** _____

Contract Status: Probationary Annual Professional Service Continuing

Documentation Reviewed: Required Documentation Observation Other _____

Directions:

Assessors use this form after conducting the first observation of the school year to provide the Probationary Contract Status Professional with an assessment of his/her performance. A comment must be provided for any rating below "effective." The performance standard appears in bold on the rubric. The assessor and the professional initial each page of this form. The professional receives a copy of the form. The signed form is placed in the professional's schoolsite/work location personnel file.

PERFORMANCE STANDARD 1: LEARNER PROGRESS

Place a check in the box, if applicable.

A discussion has been held regarding available student performance data, program, or target learning community data?

Comments(Optional)

PERFORMANCE STANDARD 2: KNOWLEDGE OF LEARNERS

<p align="center">Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard.</i></p>	<p align="center">Effective <i>The description is the actual performance standard.</i></p>	<p align="center">Developing/Needs Improvement</p>	<p align="center">Unsatisfactory</p>
<p>The student services professional often addresses the needs of the target learning community in a highly effective manner.</p>	<p>The student services professional identifies and addresses the needs of the target learning community by demonstrating respect for individual differences, and understanding of cultures, backgrounds, and learning styles.</p>	<p>The student services professional attempts, but is often ineffective in demonstrating knowledge and understanding of the needs of the target learning community.</p>	<p>The student services professional consistently demonstrates a lack of awareness of the needs of the target learning community or fails consistently to make appropriate accommodations to meet those needs.</p>
<p align="center"><input type="checkbox"/></p> <p><i>Comments</i></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>

Professional Initials: _____

Assessor Initials: _____

Probationary Contract Professional: _____ Employee Number: _____

School/Worksite: _____ Work Location #: _____ School Year: _____

PERFORMANCE STANDARD 3: PROGRAM MANAGEMENT

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard.</i>	Effective <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
The student services professional consistently monitors, evaluates, modifies, and/or designs program/services that impact learners.	The student services professional plans, organizes, and manages programs and/or services to meet the diverse needs of all learners.	The student services professional is often ineffective in planning, organizing, and managing services to meet the diverse needs of all learners.	The student services professional consistently fails to plan, organize, or manage services to meet the diverse needs of all learners.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			

PERFORMANCE STANDARD 4: PROGRAM DELIVERY

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard.</i>	Effective <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
The student services professional consistently demonstrates a high level of performance and utilizes best practices in the delivery of services.	The student services professional uses knowledge of subject/content/field/technology to implement services for learners and the learning community consistent with established standards and guidelines.	The student services professional often implements services ineffectively to learners and the targeted learning community consistent with established standards and guidelines.	The student services professional consistently fails to implement or improperly implements services to the targeted learning community in a manner that is aligned with established standards and guidelines.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			

PERFORMANCE STANDARD 5: ASSESSMENT

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard.</i>	Effective <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
The student services professional consistently demonstrates expertise in monitoring current data to benefit learner/program outcomes and/or supports colleagues in understanding and using data.	The student services professional gathers, analyzes, and uses data (including required assessment data, if applicable) to measure and guide learner or program progress, and to provide timely feedback.	The student services professional is often ineffective in using data to measure and guide learner progress and to provide timely feedback.	The student services professional consistently fails to use data to measure and guide progress and to provide timely feedback.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			

Professional Initials: _____

Assessor Initials: _____

Probationary Contract Professional: _____ Employee Number: _____

School/Worksite: _____ Work Location #: _____ School Year: _____

PERFORMANCE STANDARD 6: COMMUNICATION

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard.</i>	Effective <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
The student services professional often designs or implements model communication programs, services, or techniques that result in improved collaboration with others to enhance learning.	The student services professional communicates effectively with learners, their parents or families, staff, and other members of the learning community and advocates for learners.	The student services professional often communicates ineffectively with students, staff, and/or other members of the learning community.	The student services professional consistently fails to communicate effectively with students, staff, and/or other members of the learning community.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			

PERFORMANCE STANDARD 7: PROFESSIONALISM

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard.</i>	Effective <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
The student services professional consistently demonstrates a high level of professionalism, contributes to the professional growth of others, and assumes a leadership role within the learning community.	The student services professional demonstrates behavior consistent with legal, ethical, and professional standards and engages in continuous professional growth.	The student services professional often does not display professional judgment or only occasionally participates in professional growth.	The student services professional fails to adhere to legal, ethical, or professional standards, including all requirements for professional growth.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			

Formative Evaluation Signatures of Record

 Professional's Signature _____
Signature denotes the formative meeting occurred. Date

 Assessor's Signature _____
Signature denotes assessor conducting the formative evaluation meeting. Date

Written Response by Professional attached, if applicable. Date: _____

Formative Evaluation Status (Completed by the Site Administrator)

- Performance to date is at an **Effective** or **better** level
- Performance to date is at a **Developing** level
- Performance to date is **Unsatisfactory** level

 Principal/Site Administrator's Signature/Date

Attach the first IPEGS Observation of Standards Form to this formative evaluation. Provide a copy of both documents to the professional and place the original in the professional's schoolsite/work location personnel file.

Pursuant to Florida Statute §1012.31: An employee evaluation "shall be confidential ... until the end of the school year immediately following the school year in which the evaluation was made."

**INSTRUCTIONAL PERFORMANCE EVALUATION AND GROWTH SYSTEM
SUMMATIVE PERFORMANCE EVALUATION-TEACHER**

Teacher: _____ Employee Number: _____

School/Worksite: _____ School Year: _____ Current Assignment: _____

Area(s) of Certification: _____ Date(s) of Observation: _____

Contract Status: Probationary Annual Professional Service Continuing

Documentation Reviewed: Required Documentation Observation Other _____

Directions

Assessors use this form at the end of the school year to provide the teacher with an assessment of performance. A comment must be provided for any rating below "effective." The performance standard appears in bold on the rubric. The assessor and the professional initials each page of this form. The teacher receives a copy of the form. The signed form is submitted to the district office as indicated by the district calendar/procedures.

Note: Florida Statute 1012.34, as amended in 2011 under the Student Success Act (formerly SB 736) and updated in 2015 through House Bill 7069, requires at least one-third (1/3) of an instructional personnel's evaluation to be based on student learning growth assessed annually and measured by statewide assessments or, for subjects not measured by statewide assessments, by district assessments as specified in Florida Statute 1008.22. In IPEGS, for 2014-2015 school year, 35% weighting applies to Performance Standard 1: Learner Progress. Weightings are subject to annual negotiations between M-DCPS and UTD.

PERFORMANCE STANDARD 1: LEARNER PROGRESS: 35% OF TOTAL POSSIBLE POINTS

Highly Effective	Effective	Developing/Needs Improvement	Unsatisfactory
*35 percentage points	*26.25 percentage points	*17.5 percentage points	*8.75 percentage points

Subtotal Performance Standard 1: Learner Progress		percentage points
--	--	--------------------------

* Percentages listed are for the 2014-2015 school year and all weightings are subject to annual negotiations between M-DCPS and UTD.

Note: IPEGS Performance Standards 2 through 8 together comprise 50% of the total evaluation for teachers.

PERFORMANCE STANDARD 2: KNOWLEDGE OF LEARNERS: 8% OF TOTAL POSSIBLE POINTS

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard</i>	Effective <i>The description is the actual performance standard</i>	Developing/Needs Improvement	Unsatisfactory
8 percentage points	6 percentage points	4 percentage points	2 percentage points
The teacher consistently meets the individual and diverse needs of learners in a highly effective manner.	The teacher identifies and addresses the needs of learners by demonstrating respect for individual differences, cultures, backgrounds, and learning styles.	The teacher attempts, but is often ineffective in demonstrating knowledge and understanding of the needs of the target learning community.	The teacher consistently demonstrates a lack of awareness of the needs of the target learning community or fails consistently to make appropriate accommodations to meet those needs.

Comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Teacher Initials: _____

Assessor Initials: _____

Teacher: _____ Employee Number: _____

School/Worksite: _____ Work Location#: _____ School Year: _____

PERFORMANCE STANDARD 3: INSTRUCTIONAL PLANNING: 8% OF TOTAL POSSIBLE POINTS

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard</i>	Effective <i>The description is the actual performance standard</i>	Developing/Needs Improvement	Unsatisfactory
8 percentage points	6 percentage points	4 percentage points	2 percentage points
The teacher consistently creates, evaluates and modifies, as appropriate, instructional strategies during the planning process.	The teacher uses appropriate curricula (including state reading requirements, if applicable), instructional strategies, and resources to develop lesson plans that include goals and/or objectives, learning activities, assessment of student learning, and home learning in order to address the diverse needs of students.	The teacher attempts to use appropriate curricula, instructional strategies, and/or resources to address the diverse needs of students during the planning process, but is often ineffective; and/or the teacher attempts to develop lesson plans but lacks one or more of the four basic components.	The teacher consistently demonstrates a lack of planning or fails to properly address the curriculum in meeting the diverse needs of all learners.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			

PERFORMANCE STANDARD 4: INSTRUCTIONAL DELIVERY AND ENGAGEMENT: 8% OF TOTAL POSSIBLE POINTS

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard</i>	Effective <i>The description is the actual performance standard</i>	Developing/Needs Improvement	Unsatisfactory
8 percentage points	6 percentage points	4 percentage points	2 percentage points
The teacher consistently optimizes learning by engaging all groups of students in higher-order thinking and by effectively implementing a variety of appropriate instructional strategies and technologies.	The teacher promotes learning by demonstrating accurate content knowledge and by addressing academic needs through a variety of appropriate instructional strategies and technologies that engage learners.	The teacher attempts to use instructional strategies or technology to engage students, but is often ineffective or needs additional content knowledge.	The teacher lacks content knowledge or fails consistently to implement instructional strategies to academically engage learners.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			

Teacher Initials: _____

Assessor Initials: _____

Teacher: _____ Employee Number: _____

School/Worksite: _____ Work Location#: _____ School Year: _____

PERFORMANCE STANDARD 5: ASSESSMENT: 6% OF TOTAL POSSIBLE POINTS

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard</i>	Effective <i>The description is the actual performance standard</i>	Developing/Needs Improvement	Unsatisfactory
6 percentage points	4.5 percentage points	3 percentage points	1.5 percentage points
The teacher consistently demonstrates expertise in using a variety of formal and informal assessments based on intended learning outcomes to assess learning. Also teaches learners how to monitor and reflect on their own academic progress.	The teacher gathers, analyzes, and uses data (including state assessment data, as applicable) to measure learner progress, guide instruction, and provide timely feedback.	The teacher attempts to use a selection of assessment strategies to link assessment to learning outcomes, or uses assessment to plan/modify instruction, but is often ineffective.	The teacher consistently fails to use baseline data to make instructional decisions and/or fails to provide feedback on learner progress in a timely manner.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			

PERFORMANCE STANDARD 6: COMMUNICATION: 6% OF TOTAL POSSIBLE POINTS

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard</i>	Effective <i>The description is the actual performance standard</i>	Developing/Needs Improvement	Unsatisfactory
6 percentage points	4.5 percentage points	3 percentage points	1.5 percentage points
The teacher consistently uses a variety of communication techniques to inform, collaborate with, and/or respond to students and other stakeholders in a highly effective manner.	The teacher communicates effectively with students, their parents or families, staff, and other members of the learning community.	The teacher often communicates with students, staff, and other members of the learning community in an inconsistent or ineffective manner.	The teacher consistently fails to communicate effectively with students, staff and other members of the learning community.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			

Teacher Initials: _____

Assessor Initials: _____

Teacher: _____ Employee Number: _____

School/Worksite: _____ Work Location#: _____ School Year: _____

PERFORMANCE STANDARD 7: PROFESSIONALISM: 6% OF TOTAL POSSIBLE POINTS

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard</i>	Effective <i>The description is the actual performance standard</i>	Developing/Needs Improvement	Unsatisfactory
<i>6 percentage points</i>	<i>4.5 percentage points</i>	<i>3 percentage points</i>	<i>1.5 percentage points</i>
The teacher consistently demonstrates a high level of professionalism, contributes to the professional growth of others, and/or assumes a leadership role within the learning community.	The teacher demonstrates behavior consistent with legal, ethical, and professional standards and engages in continuous professional growth.	The teacher often fails to display professional judgment or only occasionally participates in professional growth.	The teacher fails to adhere to legal, ethical, or professional standards, including all requirements for professional growth.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			

PERFORMANCE STANDARD 8: LEARNING ENVIRONMENT: 8% OF TOTAL POSSIBLE POINTS

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard</i>	Effective <i>The description is the actual performance standard</i>	Developing/Needs Improvement	Unsatisfactory
<i>8 percentage points</i>	<i>6 percentage points</i>	<i>4 percentage points</i>	<i>2 percentage points</i>
The teacher consistently provides a well-managed, stimulating, student-centered environment that is academically challenging and respectful.	The teacher creates and maintains a safe learning environment while encouraging fairness, respect, and enthusiasm.	The teacher attempts to address student behavior and needs required for a safe, positive, social, and academic environment, but is often ineffective.	The teacher consistently addresses student behavior in an ineffective manner and/or fails to maintain a safe, equitable learning environment.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			
Subtotal of Performance Standards 2 through 8		<input style="width: 100px; height: 20px;" type="text"/>	percentage points

Teacher Initials: _____

Assessor Initials: _____

Teacher: _____ Employee Number: _____

School/Worksite: _____ Work Location#: _____ School Year: _____

Subtotal of Performance Standard 1: *percentage points*

Subtotal of Performance Standards 2 through 8: *percentage points*

Subtotal of Deliberate Practice Growth Target: *percentage points*

IPEGS Summative Performance Unified Rating: *percentage points*

Range for Unified Rating

The annual USR range (cut scores) will be determined jointly by M-DCPS and UTD, after the Value-Added Model scores are provided by the state.

Highly Effective – 89 percentage points to 100 percentage points

Effective – 74 percentage points to 88 percentage points

Developing* – 37 percentage points to 73 percentage points

Needs Improvement – 37 percentage points to 73 percentage points

Unsatisfactory – 0 percentage points to 36 percentage points

**A rating of “Developing” may only be assigned to professionals in their first three (3) years of teaching.*

Signatures of Record

Teacher’s Signature

Signature denotes the meeting occurred.

Date

Assessor’s Signature

Signature denotes assessor conducting the summative evaluation meeting.

Date

Written Response by Professional attached, if applicable. Date: _____

Recommendation by the Site Administrator

Provisional recommendation for continued employment pending receipt of student performance data required for IPEGS Performance Standard 1: Learner Progress

Recommended
for continued employment

Not recommended
for continued employment

Principal/Site Administrator’s Signature/Date

Signature denotes final determination of the ratings and recommendation for continued employment.

The professional will receive a copy of the form prior to submission to the district.

Pursuant to Florida Statute §1012.31: An employee evaluation “shall be confidential ... until the end of the school year immediately following the school year in which the evaluation was made.”

Miami-Dade County Public Schools

INSTRUCTIONAL PERFORMANCE EVALUATION AND GROWTH SYSTEM
 SUMMATIVE PERFORMANCE EVALUATION-INSTRUCTIONAL SUPPORT PROFESSIONAL

Professional: _____ Employee Number: _____

School/Worksite: _____ School Year: _____ Current Assignment: _____

Area(s) of Certification: _____ Date(s) of Observation: _____

Contract Status: Probationary Annual Professional Service Continuing

Documentation Reviewed: Required Documentation IPDP Observation Other _____

Directions:

Assessors use this form at the end of the school year to provide the teacher with an assessment of performance. A comment must be provided for any rating below "effective." The performance standard appears in bold on the rubric. The assessor and the professional initials each page of this form. The professional receives a copy of the form. The signed form is submitted to the district office as indicated by the district calendar/procedures.

Note: Florida Statute 1012.34, as amended in 2011 under the Student Success Act (formerly SB 736) and updated in 2015 through House Bill 7069, requires at least one-third (1/3) of an instructional personnel's evaluation to be based on student learning growth assessed annually and measured by statewide assessments or, for subjects not measured by statewide assessments, by district assessments as specified in Florida Statute 1008.22. In IPEGS, for 2014-2015 school year, 35% weighting applies to Performance Standard 1: Learner Progress. Weightings are subject to annual negotiations between M-DCPS and UTD.

PERFORMANCE STANDARD 1: LEARNER PROGRESS: 35% OF TOTAL POSSIBLE POINTS

Highly Effective	Effective	Developing/Needs Improvement	Unsatisfactory
*35 percentage points	*26.25 percentage points	*17.5 percentage points	*8.75 percentage points
Subtotal Performance Standard 1: Learner Progress			<input style="width: 100px; height: 20px;" type="text"/> percentage points

**Percentages listed are for the 2014-2015 school year and all weightings are subject to annual negotiations between M-DCPS and UTD.*

Note: IPEGS Performance Standards 2 through 7 together comprise 50% of the total evaluation for instructional support personnel.

PERFORMANCE STANDARD 2: KNOWLEDGE OF LEARNERS: 9 % OF TOTAL POSSIBLE POINTS

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard.</i>	Effective <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
9 percentage points	6.75 percentage points	4.5 percentage points	2.25 percentage points
The instructional support professional consistently addresses the needs of the target learning community in a highly effective manner.	The instructional support professional identifies and addresses the needs of the target learning community by demonstrating respect for individual differences, and understanding of cultures, backgrounds, and learning styles.	The instructional support professional attempts, but is often ineffective in demonstrating knowledge and understanding of the needs of the target learning community.	The instructional support professional consistently demonstrates a lack of awareness of the needs of the target learning community or fails consistently to make appropriate accommodations to meet those needs.

Comments

Instructional Support Professional Initials: _____
 Assessor Initials: _____

Professional: _____ Employee Number: _____

School/Worksite: _____ Work Location#: _____ School Year: _____

PERFORMANCE STANDARD 3: PROGRAM MANAGEMENT: 9 % OF TOTAL POSSIBLE POINTS

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard.</i>	Effective <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
9 percentage points	6.75 percentage points	4.5 percentage points	2.25 percentage points
The instructional support professional consistently monitors, evaluates, modifies, and/or designs programs/services that impact learners.	The instructional support professional plans, organizes, promotes, and manages programs and/or services to meet the diverse needs of all learners.	The instructional support professional is often ineffective in planning, organizing, and managing services to meet the diverse needs of all learners.	The instructional support professional consistently fails to plan, organize, or manage services to meet the diverse needs of all learners.
<input type="checkbox"/> <i>Comments</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PERFORMANCE STANDARD 4: PROGRAM DELIVERY: 9 % OF TOTAL POSSIBLE POINTS

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard.</i>	Effective <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
9 percentage points	6.75 percentage points	4.5 percentage points	2.25 percentage points
The instructional support professional consistently demonstrates a high level of performance and utilizes best practices in the delivery of services.	The instructional support professional uses knowledge of subject/content/field/technology to implement services for the targeted learning community consistent with established standards and guidelines.	The instructional support professional often implements services ineffectively to the targeted learning community based on established standards and guidelines.	The instructional support professional consistently fails to implement services to the targeted learning community in a manner that is aligned with established standards and guidelines.
<input type="checkbox"/> <i>Comments</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Instructional Support Professional Initials: _____

Assessor Initials: _____

Professional: _____ Employee Number: _____

School/Worksite: _____ Work Location#: _____ School Year: _____

PERFORMANCE STANDARD 5: ASSESSMENT: 9 % OF TOTAL POSSIBLE POINTS

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard</i>	Effective <i>The description is the actual performance standard</i>	Developing/Needs Improvement	Unsatisfactory
9 percentage points	6.75 percentage points	4.5 percentage points	2.25 percentage points
The instructional support professional consistently demonstrates expertise in monitoring current data to benefit learner/program outcomes and/or supports colleagues in understanding and using data.	The instructional support professional gathers, analyzes, and uses data (including required assessment data, if applicable) to measure and guide learner or program progress, and to provide timely feedback.	The instructional support professional is often ineffective in gathering, analyzing, and using data to measure and guide learner or program progress, and to provide timely feedback.	The instructional support professional consistently fails to gather, analyze, or use data to measure and guide learner or program progress, and to provide timely feedback.
<input type="checkbox"/> Comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PERFORMANCE STANDARD 6: COMMUNICATION: 7 % OF TOTAL POSSIBLE POINTS

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard.</i>	Effective <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
7 percentage points	5.25 percentage points	3.5 percentage points	1.75 percentage points
The instructional support professional uses a variety of communication techniques to inform, network, and/or respond to students, and other stakeholders in a highly effective manner.	The instructional support professional communicates effectively with learners, their parents and/or families, staff, and other members of the learning community.	The instructional support professional often communicates ineffectively with students, staff, and/or other members of the learning community.	The instructional support professional consistently fails to communicate effectively with students, staff, and/or other members of the learning community.
<input type="checkbox"/> Comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Instructional Support Professional Initials: _____

Assessor Initials: _____

Instructional Support Professional: _____ Employee Number: _____

School/Worksite: _____ Work Location#: _____ School Year: _____

PERFORMANCE STANDARD 7: PROFESSIONALISM: 7 % OF TOTAL POSSIBLE POINTS

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard.</i>	Effective <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
<i>7 percentage points</i>	<i>5.25 percentage points</i>	<i>3.5 percentage points</i>	<i>1.75 percentage points</i>
The instructional support professional consistently demonstrates a high level of professionalism, contributes to the professional growth of others, and/or assumes a leadership role within the learning community.	The instructional support professional demonstrates behavior consistent with legal, ethical, and professional standards and engages in continuous professional growth.	The instructional support professional often does not display professional judgment or only occasionally participates in professional growth.	The instructional support professional fails to adhere to legal, ethical, or professional standards, including all requirements for professional growth.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			
Subtotal of Performance Standards 2 through 7		<input style="width: 100px; height: 20px;" type="text"/>	percentage points

Instructional Support Professional Initials: _____

Assessor Initials: _____

Instructional Support Professional: _____ Employee Number: _____
 School/Worksite: _____ Work Location#: _____ School Year: _____

Subtotal of Performance Standard 1: *percentage points*
Subtotal of Performance Standards 2 through 7: *percentage points*
Subtotal of Deliberate Practice Growth Target: *percentage points*
IPEGS Summative Performance Unified Rating *percentage points*

Range for Unified Rating

The annual USR range (cut scores) will be determined jointly by M-DCPS and UTD, after the Value-Added Model scores are provided by the state.

- Highly Effective** – 89 percentage points to 100 percentage points
- Effective** – 74 percentage points to 88 percentage points
- Developing***– 37 percentage points to 73 percentage points
- Needs Improvement** – 37 percentage points to 73 percentage points
- Unsatisfactory** – 0 percentage points to 36 percentage points

**A rating of “Developing” may only be assigned to professionals in their first three (3) years of teaching.*

Signatures of Record

 Professional’s Signature
Signature denotes the meeting occurred.

 Date

 Assessor’s Signature
Signature denotes assessor conducting the summative evaluation meeting.

 Date

Written Response by Professional attached, if applicable. Date: _____

Recommendation by the Site Administrator

- Provisional recommendation for continued employment pending receipt of student performance data**
- Recommended** for continued employment
- Not recommended** for continued employment

 Principal/Site Administrator’s Signature/Date
Signature denotes final determination of the ratings and recommendation for continued employment.

The professional will receive a copy of the form prior to submission to the district.

Pursuant to Florida Statute §1012.31: An employee evaluation “shall be confidential ... until the end of the school year immediately following the school year in which the evaluation was made.”

Miami-Dade County Public Schools

INSTRUCTIONAL PERFORMANCE EVALUATION AND GROWTH SYSTEM
SUMMATIVE PERFORMANCE EVALUATION-STUDENT SERVICES PROFESSIONAL

Professional: _____ Employee Number: _____

School/Worksite: _____ School Year: _____ Current Assignment: _____

Area(s) of Certification: _____ Date(s) of Observation: _____

Contract Status: Probationary Annual Professional Service Continuing

Documentation Reviewed: Required Documentation Observation Other _____

Directions:

Assessors use this form at the end of the school year to provide the professional with an assessment of performance. A comment must be provided for any rating below "effective." The performance standard appears in bold on the rubric. The assessor and the professional initials each page of this form. The professional receives a copy of the form. The signed form is submitted to the district office as indicated by the district calendar/procedures.

Note: Florida Statute 1012.34, as amended in 2011 under the Student Success Act (formerly SB 736) and updated in 2015 through House Bill 7069, requires at least one-third (1/3) of an instructional personnel's evaluation to be based on student learning growth assessed annually and measured by statewide assessments or, for subjects not measured by statewide assessments, by district assessments as specified in Florida Statute 1008.22. In IPEGS, for 2014-2015 school year, 35% weighting applies to Performance Standard 1: Learner Progress. Weightings are subject to annual negotiations between M-DCPS and UTD.

PERFORMANCE STANDARD 1: LEARNER PROGRESS: 35% OF TOTAL POSSIBLE POINTS

Highly Effective	Effective	Developing/Needs Improvement	Unsatisfactory
*35 percentage points	*26.25 percentage points	*17.5 percentage points	*8.75 percentage points
Subtotal Performance Standard 1: Learner Progress			percentage points

*Percentages listed are for the 2014-2015 school year and all weightings are subject to annual negotiations between M-DCPS and UTD.

Note: IPEGS Performance Standards 2 through 7 together comprise 50% of the total evaluation for student services personnel.

PERFORMANCE STANDARD 2: KNOWLEDGE OF LEARNERS: 9 % OF TOTAL POSSIBLE POINTS

Highly Effective	Effective	Developing/Needs Improvement	Unsatisfactory
<i>The professional's work is exceptional, in addition to meeting the standard.</i>	<i>The description is the actual performance standard.</i>		
9 percentage points	6.75 percentage points	4.5 percentage points	2.25 percentage points
The student services professional often addresses the needs of the target learning community in a highly effective manner.	The student services professional identifies and addresses the needs of the target learning community by demonstrating respect for individual differences, and understanding of cultures, backgrounds, and learning styles.	The student services professional attempts, but is often ineffective in demonstrating knowledge and understanding of the needs of the target learning community.	The student services professional consistently demonstrates a lack of awareness of the needs of the target learning community or fails consistently to make appropriate accommodations to meet those needs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Student Services Professional Initials: _____

Assessor Initials: _____

Student Services Professional: _____ Employee Number: _____

School/Worksite: _____ Work Location #: _____ School Year: _____

PERFORMANCE STANDARD 3: PROGRAM MANAGEMENT: 9 % OF TOTAL POSSIBLE POINTS

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard.</i>	Effective <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
<i>9 percentage points</i>	<i>6.75 percentage points</i>	<i>4.5 percentage points</i>	<i>2.25 percentage points</i>
The student services professional consistently monitors, evaluates, modifies, and/or designs program/services that impact learners.	The student services professional plans, organizes, and manages programs and/or services to meet the diverse needs of all learners.	The student services professional is often ineffective in planning, organizing, and managing services to meet the diverse needs of all learners.	The student services professional consistently fails to plan, organize, or manage services to meet the diverse needs of all learners.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			

PERFORMANCE STANDARD 4: PROGRAM DELIVERY: 9 % OF TOTAL POSSIBLE POINTS

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard.</i>	Effective <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
<i>9 percentage points</i>	<i>6.75 percentage points</i>	<i>4.5 percentage points</i>	<i>2.25 percentage points</i>
The student services professional consistently demonstrates a high level of performance and utilizes best practices in the delivery of services.	The student services professional uses knowledge of subject/content/field/technology to implement services for learners and the learning community consistent with established standards and guidelines.	The student services professional often implements services ineffectively to learners and the targeted learning community consistent with established standards and guidelines.	The student services professional consistently fails to implement or improperly implements services to the targeted learning community in a manner that is aligned with established standards and guidelines.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			

Student Services Professional Initials: _____

Assessor Initials: _____

Student Services Professional: _____ Employee Number: _____

School/Worksite: _____ Work Location #: _____ School Year: _____

PERFORMANCE STANDARD 5: ASSESSMENT: 9 % OF TOTAL POSSIBLE POINTS

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard.</i>	Effective <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
<i>9 percentage points</i>	<i>6.75 percentage points</i>	<i>4.5 percentage points</i>	<i>2.25 percentage points</i>
The student services professional consistently demonstrates expertise in monitoring current data to benefit learner/program outcomes and/or supports colleagues in understanding and using data.	The student services professional gathers, analyzes, and uses data (including required assessment data, if applicable) to measure and guide learner or program progress, and to provide timely feedback.	The student services professional is often ineffective in using data to measure and guide learner progress and to provide timely feedback.	The student services professional consistently fails to use data to measure and guide progress and to provide timely feedback.
<input type="checkbox"/> <i>Comments</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PERFORMANCE STANDARD 6: COMMUNICATION: 7 % OF TOTAL POSSIBLE POINTS

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard.</i>	Effective <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
<i>7 percentage points</i>	<i>5.25 percentage points</i>	<i>3.5 percentage points</i>	<i>1.75 percentage points</i>
The student services professional often designs or implements model communication programs, services, or techniques that result in improved collaboration with others to enhance learning.	The student services professional communicates effectively with learners, their parents or families, staff, and other members of the learning community and advocates for learners.	The student services professional often communicates ineffectively with students, staff, and/or other members of the learning community.	The student services professional consistently fails to communicate effectively with students, staff, and/or other members of the learning community.
<input type="checkbox"/> <i>Comments</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Student Services Professional Initials: _____

Assessor Initials: _____

Student Services Professional: _____ Employee Number: _____

School/Worksite: _____ Work Location #: _____ School Year: _____

PERFORMANCE STANDARD 7: PROFESSIONALISM: 7 % OF TOTAL POSSIBLE POINTS

Highly Effective <i>The professional's work is exceptional, in addition to meeting the standard</i>	Effective <i>The description is the actual performance standard</i>	Developing/Needs Improvement	Unsatisfactory
<i>7 percentage points</i>	<i>5.25 percentage points</i>	<i>3.5 percentage points</i>	<i>1.75 percentage points</i>
The student services professional consistently demonstrates a high level of professionalism, contributes to the professional growth of others, and assumes a leadership role within the learning community.	The student services professional demonstrates behavior consistent with legal, ethical, and professional standards and engages in continuous professional growth.	The student services professional often does not display professional judgment or only occasionally participates in professional growth.	The student services professional fails to adhere to legal, ethical, or professional standards, including all requirements for professional growth.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			
<div style="display: flex; justify-content: space-between; align-items: center;"> <i>Subtotal of Performance Standards 2 through 7</i> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> <i>percentage points</i> </div>			

Student Services Professional Initials: _____

Assessor Initials: _____

Student Services Professional: _____ Employee Number: _____
 School/Worksite: _____ Work Location #: _____ School Year: _____

Subtotal of Performance Standard 1:	<input type="text"/>	<i>percentage points</i>
Subtotal of Performance Standards 2 through 7:	<input type="text"/>	<i>percentage points</i>
Subtotal of Deliberate Practice Growth Target:	<input type="text"/>	<i>percentage points</i>
IPEGS Summative Performance Unified Rating	<input type="text"/>	<i>percentage points</i>

Range for Unified Rating

The annual USR range (cut scores) will be determined jointly by M-DCPS and UTD, after the Value-Added Model scores are provided by the state.

- Highly Effective** – 89 percentage points to 100 percentage points
- Effective** – 74 percentage points to 88 percentage points
- Developing***– 37 percentage points to 73 percentage points
- Needs Improvement** – 37 percentage points to 73 percentage points
- Unsatisfactory** – 0 percentage points to 36 percentage points

**A rating of “Developing” may only be assigned to professionals in their first three (3) years of teaching.*

Signatures of Record

 Professional’s Signature Date
Signature denotes the meeting occurred.

 Assessor’s Signature Date
Signature denotes assessor conducting the summative evaluation meeting.

Written Response by Professional attached, if applicable. Date: _____

Recommendation by the Site Administrator

- Provisional recommendation for continued employment pending receipt of student performance data**
- Recommended** **Not recommended**
 for continued employment for continued employment

 Principal/Site Administrator’s Signature/Date
Signature denotes final determination of the ratings and recommendation for continued employment.
 The professional will receive a copy of the form prior to submission to the district.

Pursuant to Florida Statute §1012.31: An employee evaluation “shall be confidential ... until the end of the school year immediately following the school year in which the evaluation was made.”

Instructional Performance Evaluation and Growth System (IPEGS) Support Dialogue (SD) Meeting Notification Form

Professional's Name: _____ Professional's Employee Number: _____

Assessor's Name: _____ Assessor's Title/Position: _____

School/Work Location Name: _____ School/Work Location Number: _____

As a result of the observation conducted on **(day, date)**, an IPEGS Support Dialogue meeting has been scheduled to discuss supportive actions that should assist you in instructional performance improvement. You may bring union representation and/or a peer support professional to the meeting. The peer support professional must be mutually agreed upon by both you and the assessor.

The location, date and time of the Support Dialogue meeting are as follows:

Location: _____

Date: _____

Time: _____

My signature indicates that I have received a two day (48 hours) notice of a Support Dialogue meeting and I am aware that, at this meeting, I am entitled to have union representation and/or a peer support professional, who is mutually agreed upon by the assessor and me.

Professional's Signature: _____ Date: _____
(Your signature confirms receipt of the SD notification)

INSTRUCTIONAL PERFORMANCE EVALUATION and GROWTH SYSTEM

IPEGS

IMPROVEMENT PLAN (IP)

Professional: _____ Employee Number: _____ Date: _____

Work Location Name and Number: _____ Contract Status: Probationary __AC__ PSC __CC__ Other _____

Grade Observed: _____ Subject Observed: _____

Date of Observation(s): _____ Observation Number: 1 * 2 3 4 5

Deficient Performance Standard(s): 2 3 4 5 6 7 8 Date of Post-Observation Meeting(s): _____

Assessor: _____ Title: _____

Site Administrator: _____ Title: _____

<p>IP Review:</p> <p><input type="checkbox"/> Activities completed by due date</p> <p><input type="checkbox"/> Activities not completed by due date</p> <p><input type="checkbox"/> <i>Other</i> _____</p> <p>IP Review Date: _____</p>	<p>IP Phase (Approximately): <input type="checkbox"/> 30 Days <input type="checkbox"/> 60 Days <input type="checkbox"/> 90 Days</p> <p>It is recommended that:</p> <p><input type="checkbox"/> The professional is no longer on an <i>IP</i>. The performance deficiencies have been satisfactorily corrected.</p> <p><input type="checkbox"/> The professional is issued a revised/new <i>IP</i>. The performance deficiencies were not corrected.</p>
<p>IP Status/Outcome: <input type="checkbox"/> Remediated</p> <p> <input type="checkbox"/> Not Remediated</p>	

**Indicates a Support Dialogue must have been completed prior to the initiation of an Improvement Plan.*

INSTRUCTIONAL PERFORMANCE EVALUATION and GROWTH SYSTEM (IPEGS) IMPROVEMENT PLAN (IP)

Professional _____

Employee # _____

Date _____

Provide the performance standard that is the focus of the IP (*Only one performance standard per form*): _____

Deficiency(s) Observed:

Resource(s):

Activity(s)/Responsible Party(s):
--

Date Due:

Professional's Signature: _____ Date: _____

**Professional's signature signifies receipt and does not necessarily indicate agreement with its contents.*

Site Administrator's Signature: _____ Date: _____

APPENDIX A

(Page 1 of 4)

Using Student Assessment Results for Teacher Evaluation in 2014-2015 and Beyond: District Proposal

It is the goal of the District to evaluate teachers fairly and appropriately including student performance measures. To that end, the District will utilize all sources of student assessment data available.

Linking of Student Assessment Results to Teachers

Only the results of students who were in the same school in both October and February FTE periods will be included in calculations. The linkage between teachers and students will be based on the teachers' schedules as of February 2015. Teachers will have the opportunity to review and approve student rosters during both October and February FTE periods. These rosters will be used to link teachers to student assessment results employed in all computations.

Group 1. Teachers of Subjects and Grade Levels Covered by the Established Statewide, Districtwide, or National/International Assessments (Core Assessments)

It is anticipated that teacher-level outcomes will be determined based on student outcomes on the following assessments:

- FSA Reading in grades 4-10 – Florida VAM
- FSA Mathematics in grades 4-8 – Florida VAM
- Algebra EOC in grades 8-9 – Florida VAM
- All other Statewide EOC Assessments – District Model
- FCAT 2.0 Science in grades 5, 8 – District Model
- SAT-10 in grades K-2 – District Model
- FSA Reading and Mathematics in grade 3 – District Model
- AP, IB, and AICE in high school on subtests with at least 50 student results Districtwide – District Model
- FAA Reading and Mathematics – percentages of students making learning gains
- Industry Certification exams assessing at least 70% of the content coverage of a specific course – passing percentages or a District Model

APPENDIX A (Cont'd.)

(Page 2 of 4)

For teachers of grades and subjects with assessments described in this paragraph, the student results will be converted to points for each grade level and subject area separately and then combined.

Group 2. Teachers of Other Subject Areas and Grade Levels

2014-2015

For teachers of grade levels and subject areas not listed above, the reading results of students in their classrooms will be considered. These will be the outcomes from the SAT-10 for students in grades K-2, FSA for students in grades 3-10, or SAT/ACT/ PERT in grades 11-12.

2015-2016 and Beyond

With the goal to reduce the number of tests administered, allow for instructional time to be respected, and provide more options for reliable data to be utilized for teacher evaluations: beginning the 2014-2015 school year, a small sample of District-Designated End-of-Course (DDEOC) assessments will be field-tested each academic year. The number of DDEOC assessments and the order of field-testing will be determined by course enrollment figures and discussions with UTD. The District will examine the results of the field testing in the summer of each year to ascertain whether those tests satisfy the necessary psychometric requirements (reliability of scores and satisfactory item statistics). If the DDEOC assessment is found to meet these requirements, then it may be used operationally during the next academic year. It is anticipated that this field-testing cycle will continue on a similar scale in subsequent years. Please note that student assessment data from any DDEOC assessment will not be used in teacher evaluations during the school year in which the exam is field-tested. Student assessment data from such an exam will only be included once the exam has been designated as operational and will be administered as scheduled on the District's testing calendar. Decisions regarding use of these results for evaluative purposes will be mutually agreed upon by MDCPS and UTD. The first year that a DDEOC may be included in a teacher's evaluation is 2015-16.

Converting the Assessment Results to Points for Teachers in Groups 1 and 2

For 2015-16 and beyond

- If a Group 1 teacher is linked to student results on any of the core assessments and also to the results on any of the DDEOCs, the following process will be used:
 - First, the points resulting from all subject areas and grade levels with a core assessment will be combined via computing a weighted average with the numbers of students as weights.

APPENDIX A (Cont'd.)

(Page 3 of 4)

- The same will be done for the points resulting from all relevant DDEOC assessments.
- If the weighted average of points based on DDEOC results exceeds the average based on the core assessments, all points will be used to compute the overall weighted average.
- Otherwise, only the points from the core assessments will be used.
- If a Group 2 teacher has the student assessment results from both the DDEOC assessments and the reading assessment of students in his/her classroom, the following process will be used:
 - First, the points resulting from all relevant reading assessments will be combined via computing a weighted average with the numbers of students as weights.
 - The same will be done for the points resulting from DDEOC assessments.
 - The higher of the two points will be assigned to teachers.

Group 3. Instructional Personnel with Schoolwide or Districtwide Responsibilities

For instructional personnel with schoolwide responsibilities, the schoolwide points will be used. These will be calculated as the average number of points of all teachers in a school, based on all available student assessment results discussed previously. For instructional personnel with Districtwide responsibilities, the Districtwide points will be used. These will be calculated as the average number of points of all teachers in the District.

The Weight of the Student Performance Measure in the Overall Instructional Personnel Evaluation

The points calculated as described previously will be assigned to all instructional personnel for the purposes of teacher evaluation and will count for at least one-third of the overall evaluation.

Special Considerations

- Because of the use of the results of many new assessment instruments and in an effort to protect teachers from being assigned a low number of points improperly, the boundary for assigning 12.5 points for any subject area and grade level results will be reduced from at least 2 Standard Errors below the mean to at least 3 Standard Errors below the mean.
- If the total number of students whose assessment results were used for calculation of points is less than 10, then the aggregated number of points will be compared with the schoolwide number of points and the larger of the two numbers will be assigned.

APPENDIX A (Cont'd.)

(Page 4 of 4)

- Instructional Personnel who may have scheduled courses, such as Office Aide, will not be evaluated on these courses (courses will be mutually defined) – but will be considered as having schoolwide responsibilities. Teachers of AP courses whose students take both an AP assessment and an EOC assessment (for example, US History) will be evaluated based on student results on the AP assessment ONLY.
- The office of Assessment, Research and Data Analysis (ARDA) is analyzing the possibility of using a District Covariance Adjustment Model for AP, IB, and AICE assessment results with at least 50 student outcomes Districtwide. This model will be applied to as many courses as possible. For some courses this may not be possible, in which case the assessment results standardized within a broad subject area will be treated in the manner used in the 2013-2014 teacher evaluation process. The safeguards used in 2013-2014 will be employed again in 2014-2015 and beyond:
 - The teachers for whom the student exam passing rate is 95% or above for Foreign Languages and 75% or above for all other areas will be assigned the maximum of 50 points even if the computations based on the standardization process result in fewer points.
 - Only teachers for whom the student exam passing rate is below 5% could be assigned 12.5 points.
 - These same safeguards will be used for industry certification passing rates and FAA percentages of students making learning gains as well.

APPENDIX B

2014-2015 Pilot Procedures to Request the Review of IPEGS Ratings for Performance Standards 2-8

1. The professional and the evaluator hold the provisional Summative Performance Evaluation (SPE) meeting as prescribed in the IPEGS Procedural Handbook. (IPEGS standing procedure)
2. If, after the provisional SPE meeting discussion, the professional feels there is additional evidence meriting an adjustment to his/her rating on a particular standard, s/he can provide supplemental documentation to the provisional SPE as per the IPEGS standing procedures.
3. The site administrator will review the supplemental documentation for its impact on the particular rating(s) under review and adjust, if merited (IPEGS standing procedure) no later than the last day of the school year for professionals.

The Review Process begins seven (7) calendar days after the last day of the school year for professionals.

4. Following this review, if the professional disagrees, s/he may request a review of a maximum of three (3) standards per evaluation year in the following manner:
 - The professional must assemble and submit supporting documents along with the Request to Review IPEGS Performance Standards Rating(s) Form within seven (7) calendar days after the last day of the school year for professionals. As part of this documentation packet, a copy of the signed and dated provisional SPE form **must** be included.
 - The Request to Review IPEGS Performance Standards Rating(s) Form, SPE form, and all supporting documents must be submitted to the site administrator/designee. Each page of the documentation packet submitted must be initialed and dated by both the site administrator/designee and the professional. A total page count, inclusive of the Request to Review IPEGS Rating(s) Form and the signed and dated provisional SPE form, must be included on the Request to Review IPEGS Performance Standards Rating(s) Form. A copy of the submitted packet, inclusive of signature(s), dates, and initials will be provided to the professional at the time of submission. When sent electronically, the documents must be in Portable Document Format (PDF) and sent to the principal via an official M-DCPS email address with a return receipt notification.
 - Upon submission, with signatures/initials and dates, nothing may be added or removed from the Request to Review IPEGS Performance Standards Rating(s) Form documentation packet. If submitted electronically, the return receipt notice timestamp will be used in lieu of the signatures/initials, dates, and page count in the submitted documentation packet.
5. Upon receipt of the Final Summative Performance Evaluation Rating, inclusive of Performance Standard 1: Learner Progress, if a Request to Review IPEGS Performance Standards Rating(s) has the potential to change the Final Summative Performance Evaluation Rating, the process will move forward in the following manner and **all meetings will be scheduled expeditiously by mutual agreement**:
 - **Level I:** The site administrator, an additional administrator, the professional, and a representative meet to formally review and discuss the documents included in the Request to Review IPEGS Performance Standards Rating(s) Form documentation packet.
 - Within seven (7) calendar days of the meeting with the professional, the site administrator makes a determination and notifies the professional via email, with a *Return Receipt Request* of the outcome.
 - Within seven (7) calendar days of receiving the outcome via email, if the professional decides to move to Level II, s/he must inform the principal/designee of the intent to move to Level II via email with a *Return Receipt Request*.
 - Within seven (7) calendar days of receiving the professional's email indicating the intent to move to a Level II, the principal/designee will move the documentation packet, including the Request to Review IPEGS Performance Standard(s) Rating(s) Form with the completed Level I resolution to the Region Superintendent/designee.
 - **Level II:** The Request to Review IPEGS Performance Standards Rating(s) Form documentation packet is reviewed at the Region with the professional and up to two representatives.
 - Within seven (7) calendar days of this review, the Region Superintendent/designee and site administrator will confer to determine the outcome and notify the professional via email, with a *Return Receipt Request*.
 - Within seven (7) calendar days of receiving the outcome via email, if the professional decides to move to Level III, s/he must inform the principal/designee of the intent to move to Level III via email with a *Return Receipt Request*.
 - Within seven (7) calendar days of receiving the professional's email indicating the intent to move to a Level III, the principal/designee will move the documentation packet, including the Request to Review IPEGS Performance Standards Rating(s) Form with the completed Level II resolution to the Deputy Superintendent/Chief Operating Officer School Operations/designee.
 - **Level III:** The Request to Review IPEGS Performance Standards Rating(s) Form documentation packet is reviewed by the Deputy Superintendent/Chief Operating Officer School Operations/designee, the professional with up to two representatives.
 - Within seven (7) calendar days of receiving the Deputy Superintendent/Chief Operating Officers' recommendation, the principal/designee will notify the professional of the recommendation and outcome via email with a *Return Receipt Request*.

The professional may not be represented by an attorney at any level of the review process.

The professional may withdraw the request at any point in the review process.

Note 1: Any professional documented under the 90 calendar day performance process for the year being considered for review is not eligible for the IPEGS Request to Review IPEGS Performance Standards Rating(s) process.

Note 2: The IPEGS review process will only be available to an employee if changing the rating will impact the employee's final rating. The IPEGS review process will not be subject to arbitration.

APPENDIX B (Cont'd.) Teacher Form (FM 7578)

Request to Review IPEGS Performance Standard Rating(s) Form for 2014-2015 Pilot

Name: _____ Employee Number: _____

Directions for Teacher:

Complete this form to request a review of the IPEGS Standards 2-8 ratings. Check the IPEGS Performance Standard (PS) for which you are requesting review. One form must be completed for each standard under review. Provide a narrative and supporting evidence for the performance standard rating you would like reviewed. This form and all supporting evidence must be submitted within seven (7) calendar days of the provisional Summative Performance Evaluation meeting. The completed provisional IPEGS Summative Performance Evaluation form must be included with this documentation. Upon submission of the documents, no additional evidence may be included. The principal/site administrator/designee and the professional must initial each page that is included with this form. If submitted electronically, it is understood that the Return Receipt Request timestamp will be used in lieu of the signatures/initials, dates, and page count in the submitted documentation packet.

- | | | |
|--|--|---|
| <input type="checkbox"/> PS 2: Knowledge of Learners | <input type="checkbox"/> PS 5: Assessment | <input type="checkbox"/> PS 8: Learning Environment |
| <input type="checkbox"/> PS 3: Instructional Planning | <input type="checkbox"/> PS 6: Communication | |
| <input type="checkbox"/> PS 4: Instructional Delivery and Engagement | <input type="checkbox"/> PS 7: Professionalism | |

Upon receipt of the Final Summative Performance Evaluation Rating, inclusive of Performance Standard 1: Learner Progress, if a Request to Review IPEGS Rating(s) has the potential to change the Final Summative Performance Evaluation Rating the review process will begin. The professional may withdraw the request at any point in the review process.

Explain why you are requesting the rating for this IPEGS Performance Standard (PS) to be reviewed.	Current PS Rating and Points	Requested PS Rating Points
	<input type="checkbox"/> E ____	<input type="checkbox"/> HE ____
	<input type="checkbox"/> D ____	<input type="checkbox"/> E ____
	<input type="checkbox"/> NI ____	<input type="checkbox"/> D ____
	<input type="checkbox"/> U ____	<input type="checkbox"/> NI ____
Requested Adjustment in Points: _____		

List supporting evidence/artifacts to be considered for the review (include all attachments to this form).

Total number of pages submitted (including this form): _____ (Each page MUST be initialed and dated by the professional and site administrator/designee)

Submitted by: _____ Date: _____ Received by: _____ Date: _____

This section of the form will be used only if, after receipt of the final Summative Performance Evaluation Rating, the Request for Review has the potential to change the final Summative Performance Evaluation Rating.

Review	Resolution	Initials		Date
		Professional/Representative	M-DCPS Administrator	
<input type="checkbox"/> Level 1				
<input type="checkbox"/> Level 2				
<input type="checkbox"/> Level 3				

_____ Professional _____ Date _____ Principal/Site Administrator/Designee Signature _____ Date _____

APPENDIX C

Parental Input/Climate Survey Information

Parental Input

Parental input is gathered through the use of the School Climate Survey, the Educational Excellence School Advisory Council (EESAC) participation and the Open House Parent Academy Survey in schools, as applicable. Professionals must submit evidence of communication with parents as reflected on their communication log and on occasion specific parental input may be appropriate. The communication log data is compiled in the format preferred by the professional to document contact with parents/guardians. For evaluation consideration, professionals may include parental feedback to demonstrate positive collaborative relationships with students' families to increase student achievement, reflect on their performance, and/or show support of quality work.

Climate Survey Information

M-DCPS uses three climate surveys to solicit feedback from learners, parents, and staff. All three surveys request demographic information. Respondents read a phrase and indicate their level of agreement (i.e., strongly agree, agree, undecided/unknown, disagree, strongly disagree). The last question on each form asks the respondent to give the school a letter grade (i.e., A, B, C, D, F) for the overall quality of the school. School Climate Survey – Parent Form has 35 items. Below are sample questions from the parent survey (the actual item number from the sample survey precedes each statement):

My child's school...

1. ...is safe and secure.
4. ...maintains high academic standards.

My child's teachers...

9. ...are friendly and easy to work with.
13. ...are knowledgeable and understand their subject matter.
15. ...do their best to include me in matters directly affecting my child's progress in school.

A PDF sample M-DCPS School Climate Survey Parent Form is available at page.dadeschools.net

Participation by the Public Parental Involvement Board Rule 69x13- 1B-1.012

A Home School-District Partnership: Excerpts

The School Board of Miami-Dade County recognizes that strong continuing family and community involvement in all aspects of school programs and activities provides support for measurable improvement in student achievement. This school board policy creates a collaborative environment in which the parents and families of our students are invited and encouraged to be involved stakeholders in the school community.

I. Parent Responsibilities

B. Parents as Advisors, Advocates and Participants in Decision Making

- Parents must be elected to serve as active members of Education Excellence School Advisory Councils (EESAC) and other important decision-making bodies, where required by state and federal statutes.

II. School Level Strategies and Responsibilities

H. Education Excellence School Advisory Councils. With the support of the EESAC, principals will develop and support strategies that facilitate opportunities for all parents to be involved in at least one support activity during the course of the year.

The complete School Board Rule (69x13- 1B-1.012) is available at dcschools.net

Open House

Schools will conduct orientation meetings that provide information about school procedures and programs. Schools explain the rights of parents to be involved and provide parents opportunities for active participation. As a part of the School Operations Toolkit for Open House night, the Parent Academy Survey is disseminated to parents to access how schools can help parents. Below are sample inquiries from the parent survey:

- Information on how I can get involved on school or district advisory committees
- I want to meet with my child's teacher, please contact me
- Other suggestions, comments or questions: _____

The complete Open House Parent Survey is available at page.dadeschools.net

The information at the websites listed below is accurate as of Fall 2015. To view the following documents, access the websites listed by clicking on the links provided:

APPENDIX D

**The Student Success Act
(Formerly SB 736)**

<http://www.flsenate.gov/Session/Bill/2011/0736/BillText/er/PDF>

APPENDIX E

House Bill (HB)7069

<http://flsenate.gov/Session/Bill/2015/7069/BillText/er/PDF>

APPENDIX F

Florida Statute 1012.34

http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=1012.34&URL=1000-1099/1012/Sections/1012.34.html

APPENDIX G

Florida Statute 1012.98

http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=1012.98&URL=1000-1099/1012/Sections/1012.98.html

APPENDIX H

Florida Statute 1003.4156

http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=1003.4156&URL=1000-1099/1003/Sections/1003.4156.html

APPENDIX I

Florida Statute 1008.22

http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=1008.22&URL=1000-1099/1008/Sections/1008.22.html

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