



Great Districts for Great Teachers Qualifying Districts - request for information

Congratulations on being named a qualifying district for *Great Districts for Great Teachers*!

We already know from the publicly available data on your district that you have some good policies in place to support great teachers. **The next step in the competition is a review of your policies and practices in more detail.** To do this, we need your help to gather documents and data that help us understand more about how your district operates.

Below is a list of the types of information we need by Friday May 20, 2016. This list can also be viewed on www.greatdistricts.org.

We understand that not all districts will be able to provide everything listed. In general, the more information we have, the better we will be able to evaluate your district's approach, but we are happy to work with you to identify the right data and documents for you to send us.

Documents

We are interested in seeing documents on district policies and practices that affect great teachers. This might include salary schedules, collective bargaining agreements, board policies, handbooks, calendars, schedules and other documents. We have generally not identified specific documents by name, as we know that different districts document things in different ways. If you would like to discuss what documents from your district would best apply, please contact us and we'd be happy to help. All documents should be applicable to the 2015-16 school year.

We would like to see documents that are relevant for understanding your district's approach to:

- **Compensation policies and conditions of employment** – may include salary schedules; collective bargaining agreements; board policies; information about performance, bonus or incentive pay or other additional compensation.
- **Professional development for teachers** in your district – may include handbook or policies; calendars; catalogs; list of compulsory professional development; list of available professional development opportunities; job descriptions for instructional coaches or other instructional leaders. Please include information on district-wide, school-based and voluntary professional development.
- **Teacher and principal evaluation** – may include evaluation handbooks for teachers and principals; training materials; copies of observation rubrics, worksheets and feedback forms; evaluation calendar or timeline
- **Principal quality** – may include handbook or policies; job descriptions; description of principal hiring processes; description of any principal pipeline program in your district; information on principal professional development.
- **New teacher induction** – may include handbook or policies; description of induction program; on-boarding or orientation documents for novice teachers; schedule; handbook or training documents for mentor teachers.
- **Involving teachers in district decision-making** – may include lists of opportunities available; descriptions of one-off or ongoing engagement or consultation processes; descriptions of selection processes for teachers involved.
- **Career pathways and leadership opportunities for teachers** – may include lists of leadership opportunities, qualifications, selection processes and rewards, including formal and informal opportunities at both the school and district level.
- **Teacher planning time** – may include policies about time available and permissible uses of time; descriptions of district approach to encouraging collaborative planning.
- **Teacher attendance** – may include policies and procedures for reporting absences; programs to reward attendance (such as the ability to cash in unused leave)
- **School climate surveys** – may include policies and procedures for conducting surveys; copy of survey questions.
- **How student codes of conduct and discipline are communicated to teachers** - may include handbooks, policies or information about professional development.
- **How safety and emergency plans are communicated to teachers** - may include handbooks, policies or information about professional development.
- **Supporting teachers to engage with families** - may include handbooks, policies or information about professional development.
- **Allocating support professionals** (such as librarians, counselors, school nurses, clinicians) to schools - may include policies such as minimum staffing ratios.

Please also feel free to provide us with any other information that you think demonstrates that your district is a great place for great teachers.



Data

We are interested in the following data points, for each of the past three school years (2012-13, 2013-14, 2014-15).

- Number of teachers in the district
- Teacher retention rate in the district
- Principal retention rate in the district and in the same school
- Substitute fill rates and/or ratio of substitutes to teachers
- Percent of teachers teaching out of their certification area
- Ratio of principal supervisors to principals
- Percent of principals that are interim/acting
- Number of teachers in each year (1) given layoff notices (2) laid off (3) excessed (4) removed for poor performance
- Number of support professionals employed in the district (such as nurses, librarians, counselors, clinicians. Do not include paraprofessionals such as teachers' aides.)

We are happy to accept either your calculation of the relevant figures, or raw de-identified data which we can use to calculate them. *We are not seeking any data on students, nor any disaggregated data on teachers which could identify individuals.*

If you prefer to provide raw data, please contact us to discuss this further.

Process

You can upload all documents and data to your district's Great Districts for Great Teachers portal. The link for your district will be provided once you confirm your participation.

All files must be uploaded by Friday May 20, 2016. You do not need to upload everything at once - you can add documents and data progressively as you gather them.

If you have any questions about this information request, or any problems uploading files, please contact us at greatdistricts@nctq.org.

