

TIMELINE FOR APPR: TENURED AND NON-TENURED TEACHERS

Month	Tasks	IMPORTANT Deadlines
July-September	<input type="checkbox"/> Composite APPR ratings sent to teachers. Transition ratings sent to teachers of grades 3-8, ELA and Math. Teachers with “Ineffective” rating must include Independent Evaluator as part of Observation component. <input type="checkbox"/> Appeals filed. See page 78.	Appeals must be filed within 15 days from the receipt of the APPR Composite or Transition Rating (see page 78).
September-October	<input type="checkbox"/> Teachers review the <i>Framework for Teaching</i> (Danielson rubrics). See page 8. <input type="checkbox"/> Administrator Supervisors (Lead Evaluators and/or Designees) explain evaluation process and review Domains and Components of the <i>Framework for Teaching</i> by September 30. <input type="checkbox"/> Independent Evaluators (if required or requested) review process with relevant teachers by September 30. See page 74. <input type="checkbox"/> Teachers who select PART select PART Reviewers, develop PART Proposal, and complete PART Form #1 (“Declaration”) by October 15. See page 75. <input type="checkbox"/> If a teacher received an APPR composite or transition rating of “Ineffective” or “Developing,” a Teacher Improvement Plan (TIP) or Development Plan must be written in consultation with the Administrator Supervisor and Teacher (and Mentor, Independent Evaluator, and/or union representative as applicable) by October 1. See page 76. <input type="checkbox"/> Teachers rated “Ineffective” should be referred to CIT for a voluntary Professional Support CIT Mentor. Teachers who receive two consecutive APPR composite or transition ratings of “Ineffective” must be referred to CIT and offered Intervention support.	Deadlines may be adjusted by RCSD and RTA as per negotiated agreement. By <u>September 30</u>: Process reviewed with teachers. By <u>October 1</u>: For teachers rated “Ineffective” or “Developing” based on APPR composite or transition rating, a Teacher Improvement Plan (TIP) or Development Plan is uploaded. (see page 76). By <u>October 15</u>: For teachers who selected PART, PART Form #1 (“Declaration”) is uploaded.
October-April	<input type="checkbox"/> Begin Observations of Teachers by Administrator Supervisors (and Independent Evaluators if applicable) with written and oral feedback provided to teacher. Formal Observations require pre-observation and post-observation conferences.* Informal observations continue throughout the school year. <input type="checkbox"/> Non-tenured teachers receive TWO Formal Observations and ONE Unannounced Observation. Tenured teachers receive ONE Formal Observation and ONE Unannounced Observation. (Independent Evaluators, if required or selected, conduct a minimum of one Unannounced Observation. See page 74.) <input type="checkbox"/> Teachers who selected PART, collect evidence and consult with PART Reviewers throughout the school year. See page 75. <input type="checkbox"/> Teachers may be referred to CIT for additional voluntary professional support if Domains or Components are rated “Developing” or “Ineffective.” <input type="checkbox"/> Teacher acknowledges observations on PeopleSoft (e-Performance) and may add comments or rebuttal.	By <u>November 30</u>: For non-tenured teachers, first Formal Observation* must be completed, entered into PeopleSoft (e-Performance). By <u>April 30</u>: For non-tenured teachers, second Formal Observation* must be completed and entered into PeopleSoft (e-Performance). By <u>April 30</u>: For tenured teachers, the Formal Observation* must be completed and entered into PeopleSoft (e-Performance).
April-June	<input type="checkbox"/> Independent Evaluators complete Evaluations and final conferences (when applicable) and enter ratings into PeopleSoft (e-Performance) by May 21 (April 30 for non-tenured teachers). <input type="checkbox"/> Teachers who selected PART conduct structured PART Interviews (PART Form #2). PART Reviewers reach consensus, upload ratings into PeopleSoft (e-Performance), and upload signed PART Form #3 to confirm consensus by May 21. See p. 75. <input type="checkbox"/> Administrator Supervisors complete Final Evaluations and enter into PeopleSoft (e-Performance). Final Evaluation Conferences held with Administrator Supervisors to discuss Evaluation ratings. <input type="checkbox"/> Teachers acknowledge Evaluation in PeopleSoft (e-Performance) and may add comments or rebuttal. Administrator Supervisors complete process for non-tenured teachers by May 15, and for tenured teachers by June 1. <input type="checkbox"/> Teachers choose evaluation process for Observation component: Administrator, Administrator/Independent Evaluator, or Administrator/PART	By <u>May 15</u>: non-tenured teachers, Final Evaluation must be completed and entered into PeopleSoft (e-Performance). By <u>May 21</u>: Independent Evaluator Evaluation (when required or requested) and PART process (when selected) must be completed. By <u>April 30</u> for non-tenured teachers. By <u>June 1</u>: Final Evaluation must be completed and entered into PeopleSoft (e-Performance). By <u>End of School Year</u>: Teacher Evaluation Selection due.

*Pre- and Post-Observation Conference meetings are mandatory for Formal Observations:

- Pre-Observation Conference should take place within one week prior to any formal observation.
- Post-Observation Conference should take place no later than one week after any formal observation.
- RTA Representative may be present for conferences if requested by the teacher.
- Administrators and Independent Evaluators should document the beginning and end time of observations and must stay no less than 30 minutes and no longer than the length of the lesson.

HOW ARE TEACHERS EVALUATED

The New York State APPR requires that teachers' evaluations be based on the following:

• TEACHER OBSERVATION

Results of observations and evaluations of professional practice—labeled “**Observation**” (previously “Other Measures”). Trained Administrator Supervisors (or CIT Independent Evaluators, or PART Reviewers if applicable), use the Danielson *Framework for Teaching* Rubrics to rate teachers based upon multiple observations:

- For Tenured Teachers: one Formal Observation and one Unannounced Observation
- For Probationary Teachers: two Formal Observations and one Unannounced Observation
- (Independent Evaluators, if required or selected, conduct a minimum of one Unannounced Observation.)

Each component of the Danielson *Framework for Teaching* Domains shall be rated using the HEDI criteria, which will be converted to a four point scale: Highly Effective = 4 points, Effective = 3 points, Developing = 2 points, Ineffective = 1 point. The component scores shall be averaged to determine a rubric score which shall be converted to a HEDI rating for the Teacher Observation component according to the following chart:

Observation Component Rating	Rubric Score Range
Highly Effective	3.50 - 4.00
Effective	2.50 - 3.49
Developing	1.50 – 2.49
Ineffective	0.00 – 1.49

• STUDENT PERFORMANCE

New York State education law requires that a teacher's APPR score include measures of student performance. The RCSD-RTA APPR Agreement determines how the student performance score is calculated. **The district will provide information and directions for teachers once agreement is reached for the current school year.**

• APPR COMPOSITE RATING

An APPR Composite Rating will be determined using the Rubric Conversion Matrix provided by New York State. See below. All teachers will receive an APPR Composite Rating of Highly Effective, Effective, Developing, or Ineffective. Beginning in 2015-2016, a Transition score will also be issued to Grade 3-8 ELA and Math teachers that removes disallowed Grade 3-8 state assessment results.

		Rubric Conversion Matrix			
		<i>Teacher Observation</i>			
		<i>Highly Effective (H)</i>	<i>Effective (E)</i>	<i>Developing (D)</i>	<i>Ineffective (I)</i>
Student Performance	Highly Effective (H)	H	H	E	D
	Effective (E)	H	E	E	D
	Developing (D)	E	E	D	I
	Ineffective (I)	D*	D*	I	I

*If a teacher is rated ineffective on the Student Performance category, and a local selected state-designed supplemental assessment was included as an optional subcomponent of the Student Performance category, the teacher must be rated Ineffective overall. [NOTE: currently *not applicable* as part of RCSD APPR]

TEACHER OBSERVATION CHOICES

Teachers select how they would like to be evaluated for the Observation component of the Rubric above.

CHOICE 1: ADMINISTRATOR ONLY

The teacher's professional practice will be evaluated by the teacher's Administrator Supervisor, who will conduct multiple observations using the Danielson *Framework for Teaching* Rubric as described above.

CHOICE 2: ADMINISTRATOR / CIT INDEPENDENT EVALUATOR

This selection is mandatory for teachers who received an APPR Composite or Transition Rating of “Ineffective” for the previous school year and is optional for all other teachers. The teacher's professional practice will be evaluated by the teacher's Administrator Supervisor (80% of Observation component) **AND** an appropriately trained CIT Lead Teacher/Independent Evaluator (20% of Observation component) who will each conduct observations using the Danielson *Framework for Teaching* Rubric (domains 2 and 3 only) as described above. See page 74.

CHOICE 3: ADMINISTRATOR / PART

The teacher's professional practice will be evaluated by the teacher's Administrator Supervisor (80% of Observation component) **AND** will also be evaluated by selected PART Reviewers based on the PART Guidelines (20% of Observation component) using the Danielson *Framework for Teaching* Rubric. See page 75.