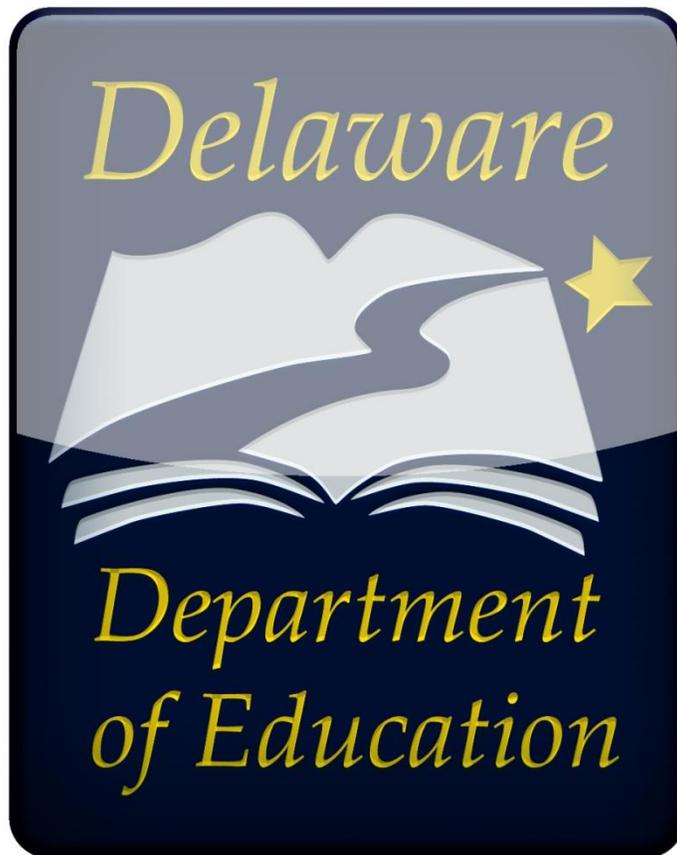


**Delaware Department of Education**  
**LEA Educator Evaluation Application**  
**(“Alternative Educator Evaluation Systems”)**



***For the 2015-2016 Academic Year***

**Application Due Date: April 30, 2015**

**Applications are accepted and reviewed on a rolling basis by  
the Teacher & Leader Effectiveness Unit (TLEU)**

## Introduction

Over the past several years, the Delaware Department of Education (DDOE) has received significant feedback on the state’s educator evaluation system for teachers, specialists, and administrators (DPAS-II). Given the importance of meaningful evaluation and professional support systems in each school, individual LEAs (districts and charters) have often expressed that there might be “a better way.” Interestingly, the opportunity to design and implement an educator evaluation system (for teachers, specialists, or a subset of administrators) that might be more meaningful and effective has long-existed. Some educators have noted that DPAS-II process may not maximize opportunities for educator development, for example, or that the DPAS-II process does not align with the key areas and skills that their LEA expects in terms of educator performance. Statewide outcomes of the various DPAS-II evaluation systems have supported some of these themes of feedback over the past several years.

While DPAS-II has been collaboratively developed over the past decade, it is certainly not the only way that educator evaluation can be effectively implemented. The Department recognizes that each LEA and school site brings its own unique strengths to the development of an educator evaluation process. Delaware state code also recognizes this prospect. Therefore, DDOE has developed a process by which Delaware LEAs can create their own educator evaluation systems and processes, as described in the state statute and in the application herein, in the spirit of increasing educator support, accountability, and student achievement.

The LEA Educator Evaluation Waiver Application process allows for the creation and implementation of locally-developed educator evaluation models (for teachers, specialists, and/or subsets of administrators). Through this process, LEAs are provided with the opportunity to leverage existing capacity to develop an alternative system(s). Specifically, the LEA application presents the opportunity to utilize best practices in educator evaluation from around the state and country to implement systems that are tailored to an LEA’s needs while simultaneously promoting educator development and evaluation (as required in state policy).

DDOE welcomes well-developed applications from LEA leaders who are interested in creating their own evaluation models and processes in the spirit of increasing differentiated educator support and accountability and, ultimately, increased levels of student achievement.

If you have any questions regarding this application or the evaluation process, please contact:

Laura Schneider  
Delaware Department of Education  
401 Federal Street  
Dover, DE 19901-3639

Phone: 302-735-4262  
Email: [laura.schneider@doe.k12.de.us](mailto:laura.schneider@doe.k12.de.us)

## Application Components: Instructions

Under current Delaware Code, LEAs may apply for a waiver (to the Delaware Department of Education) from the provisions outlined as part of the Delaware Performance Appraisal System II (DPAS-II).<sup>1</sup> Under the recently revised state code:

- Evaluation systems submitted for waiver must be a product of the collective bargaining process (*if applicable*);
- Evaluation systems must evaluate educator performance by measuring student growth using multiple measures;
- Evaluation systems must contain a mechanism to certify evaluators and ensure quality control

The Delaware Department of Education maintains the ability to make final determinations on each of the criteria above. In addition to meeting these criteria, all alternative educator evaluation system applications (whether for teachers, specialists, assistant principals, principals, district leaders, or Superintendents) are required to address the following elements when submitting for review to the Teacher & Leader Effectiveness Unit:

- Introduction: Identify the goals and objectives of the proposed evaluation system, the rationale for the LEA's alternative application, and the group of educators to whom the system would apply for the upcoming academic year.
- Legislative Application Requirements: Detail how the proposed evaluation system meets the requirements of Delaware Code (collective bargaining (*if applicable*), multiple measures of student growth, and mechanisms to train/credential evaluators.)
- Communication: Explain how and when the goals of the evaluation system will be conveyed to the LEA's schools/educators, ensuring clarity and understanding of the new system's proposed processes, expectations, and opportunities.

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<sup>1</sup> (f) A local school district, vocational-technical school district or charter school may make application to the Department for a waiver of the provisions of the DPAS II evaluation system, which shall be granted, subject to the provisions of rules and regulations promulgated pursuant to this subchapter, if the request for a waiver is based on a locally developed evaluation process that is demonstrated to be the product of the collective bargaining process pursuant to Chapter 40 of this title and community review and is as rigorous and as educationally sound as DPAS II, provides for evaluating educator performance by measuring student growth using multiple measures over the course of a curricular year, and contains a mechanism for certifying evaluators and for quality control.

- Student Achievement: Specify how student achievement data (including multiple measures of student growth) serves as the preponderant criteria for determining educator effectiveness.
- System Process/Cycle: Outline the proposed evaluation system's processes and how they promote observation quality, authenticity, and frequency for whomever the evaluation would apply (Teachers, Specialists, and/or Administrators). Please include a visual (chart/graph) that represents the system's key processes.
- Performance Framework: Provide a clear and concise student-centered framework that requires observers/evaluator to identify and analyze evidence of student learning and sets high performance expectations for those being evaluated.
- Differential Supports: Explain how educator evaluation results will assist in the determination of differential supports and how those supports will be provided.
- Observer Training and Certification: Explain how training(s) and "credentialing" will be provided on an ongoing basis to ensure evaluators are prepared to conduct accurate observations/data reviews and provide useful feedback to the specified educator group while applying the system in a calibrated manner.

***DDOE will continue to capture Student Improvement data for "Component V" for all Math and English Language Arts teachers to determine eligibility for statewide initiatives.***

## Application Specifications: Format

- The proposal must be typed with one-inch page margins and 12-point font, single-spaced (left justification).
- Each component of the application system must begin on a separate page.
- At the top of each page, include the complete, proper name of the LEA or charter school and the name of the component. (*e.g. Milford School District, Specialist Evaluation, System Process/Cycle*).
- In the footer, insert page numbers.
- The proposal must have a table of contents that provides page numbers for each of the sections as outlined above.
- The size limit for the proposal is twenty pages (not including Appendices).

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## Application Submission Instructions

- Review your application for completeness before submitting.
- Applications will be accepted on a rolling basis but must be submitted by a given date in order to give DDOE opportunity to approve prior to July 1 of the following school year.
- Prior to submitting this application, review the provisions of 14 Del. C. Ch. 12, Subchapter VII, the regulations of the Delaware Department of Education (DDOE) relating to educator evaluation at 14 DE Admin. Code 106A/107A/018A, and other state and federal laws and regulations that may apply to this educator evaluation application. The application must demonstrate compliance with applicable statutes and regulations. Not all policy requirements apply to alternative educator evaluation systems.
- Fully respond to each part of this application and provide a narrative response containing the required information, together with any documents/appendices needed.
- **Incomplete applications will not be considered.** Applications will be deemed incomplete if they are not submitted in the required format, are missing a response to any component, or are missing any necessary attachments.

LEA applicants should submit **five hard copies of the application and one electronic copy in PDF format on CD or flash drive** with any appendices to:

**Teacher & Leader Effectiveness Unit**

Attn: Laura Schneider

Delaware Department of Education

401 Federal Street, Suite 2

Dover, DE 19901

An approved application, together with any conditions imposed upon approval by the DDOE, and with the consent of the State Board of Education as needed, shall become the LEA's educator evaluation system for that subset of educators. The above-referenced code regulations of the DDOE, which may from time to time be amended, bind all LEAs and are considered when systems are approved by DDOE for implementation in the following academic year. DDOE requires LEAs to refine and resubmit after their first year of implementation, and determines the number of years for which the LEA has approval to implement.

Except as may otherwise be provided by law, the DDOE considers each application to be a "public record" subject to disclosure pursuant to the provisions of the Freedom of Information Act, 29 Del. C. Ch. 100. If the applicant asserts that any part of the application or any documentation submitted in connection with the application is exempt from the definition of a "public record" pursuant to 29 Del. C. §10002(d), the applicant must mark the specific portion of the application or document "confidential" and note the specific statutory exception upon which the applicant bases the claim to confidentiality, including a citation to the specific subsection of §10002 (d) which the applicant alleges to support the claim. The DDOE reserves the right to make a final determination as to whether any part of the application or any documentation submitted in connection therewith is entitled to be treated as confidential.