

KEY:

9.2008

Black—existing language or edit directions

Red—new language

Specialist Guide Modifications/Changes

Edits are in progress as written below:

Substantial Modifications

PAGE	MODIFICATION/CHANGE
2	Add Specialist in the Classroom paragraph: <i>In addition, any specialist, as defined in the specialist DPAS II regulation, who teaches in a classroom type setting part of the instructional day, may be evaluated using the teacher process for one announced formative observation. This Teacher Formative Feedback Form may be combined with a Specialist Formative Feedback Form to produce a Specialist Summative Evaluation Form at the end of the appraisal cycle.</i>
18	<i>The diagram illustrates a suggested timeline for the DPAS II evaluation process for specialists. This timeline is intended as a guide, not a mandate.</i>
19	Replace last bullet with: <i>In a non-summative year, the Specialist Goal Form will be submitted to the evaluator by the end of the school year and will be reviewed at the Goal Setting Conference at the beginning of the next year.</i>
20	Insert text Component Four, 2 nd bullet-- <i>If you are on a two year cycle, this form is to be submitted by January 31 of the first year.</i>
21	Insert before first paragraph: <i>A NOVICE specialist (Initial License) is on a one (1) year cycle and will receive a summative evaluation every year. An EXPERIENCED specialist (Continuing License) whose last evaluation was satisfactory is on a two (2) year cycle and will receive at least a summative evaluation every 2 years.</i>
25	Replace 4 th and 5 th bullet with: <i>The observation for the specialist may be a collection of data over a specified period of time, up to four (4) weeks, or it may be an observation of sufficient length, at least thirty (30) minutes, to gather appropriate data and assess the specialist's performance.</i> Last bullet: Change time of beginning observations to <i>after students have been in attendance for five (5) full days</i>
26	Bullet #1: Replace the last <i>full week of the school year</i> with <i>last five (5) days during which students are in attendance for the entire day.</i>
27	End the last paragraph with: <i>Discussion must take place between the administrator and specialist to make this determination.</i>
28	Begin the first paragraph with: <i>Should it be mutually decided upon that an additional Pre-Observation Form and Conference not be necessary,</i>
29	Add <i>or evaluation period</i> in first bullet First bullet: add <i>within ten (10) working days of the completed observation.</i>
31	Reword second bullet- <i>The Formative Feedback Form's content should simply be a verification of what was observed and then discussed at the Post Observation Conference. The information can help a specialist plan future professional growth options. This form is a valuable tool for specialists to use in reflection on their practice. [reference to goals deleted]</i>

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31 (cont)	Third bullet: replace <i>fifteen (15)</i> with <i>ten (10)</i> working days Add new bullet: <i>The specialist should sign the Formative Feedback Form and return it to the evaluator within 5 working days. A copy of this form with both signatures will be provided to the specialist.</i>																			
32	Process at end of 1 st bullet, insert text: <i>If you are on a two year cycle, this form is to be submitted by January 31 of the first year.</i>																			
35	DELETE entire second paragraph under Purpose.																			
36	1 st bullet—change <i>fifteen (15)</i> → <i>ten (10)</i> Add new bullet: <i>The specialist should sign the Summative Evaluation Form and return it to the evaluator within five (5) working days. A copy of this form with both signatures will be provided to the specialist.</i>																			
37	<table border="1"> <thead> <tr> <th colspan="2">Number of Component Ratings</th> <th colspan="2">Follow-up</th> </tr> <tr> <th>Satisfactory</th> <th>Unsatisfactory</th> <th colspan="2">Modify chart as indicated here</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>0</td> <td>Effective</td> <td>Experienced specialist may begin two-year appraisal cycle Novice specialist begins new one-year appraisal cycle</td> </tr> <tr> <td>4</td> <td>1</td> <td><i>Effective</i></td> <td><i>IIP developed for unsatisfactory component One year appraisal cycle begins</i></td> </tr> </tbody> </table>		Number of Component Ratings		Follow-up		Satisfactory	Unsatisfactory	Modify chart as indicated here		5	0	Effective	Experienced specialist may begin two-year appraisal cycle Novice specialist begins new one-year appraisal cycle	4	1	<i>Effective</i>	<i>IIP developed for unsatisfactory component One year appraisal cycle begins</i>		
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39	<p>Modify first bullet: <i>The OVERALL lesson is UNSATISFACTORY as a result of unsatisfactory performance in any one or more of the component areas, the evaluator has written the words “PERFORMANCE IS UNSATISFACTORY” in the Commendations/Recommendations section of the Formative Feedback Form and has initialed the statement; or</i></p> <p>Change title of new section to: <i>IMPROVEMENT PLAN CONFERENCE.</i></p> <p>Replace first paragraph with: <i>The specialist and evaluator should review the Improvement Plan Form before the Improvement Plan Conference to reflect on the items that will be discussed.</i></p> <p>Modify second paragraph to read: [delete first phrase] <i>At the Improvement Plan Conference, the specialist and evaluator develop a plan using the Improvement Plan Form.</i></p>																			
41	<p>Reword # 1: <i>...i.e. if the OVERALL lesson is UNSATISFACTORY as a result of unsatisfactory performance in any one or more of the component areas, the evaluator has written the words “PERFORMANCE IS UNSATISFACTORY” in the Commendations/Recommendations section of the Formative Feedback Form and has initialed the statement.</i></p> <p>Second paragraph: add to end: <i>previously shared with the specialist.</i></p> <p>Insert new paragraph at bottom of page: <i>While a challenge process is taking place, the Improvement Plan may or may not be started by mutual agreement of the specialist and evaluator. If agreement cannot be reached, the evaluator's</i></p>																			

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	<i>decision will prevail.</i>
42	Reword first paragraph: <i>Observations shall not begin until students have been in attendance for five (5) full days, unless an Improvement Plan calls for such an observation. Observations shall be completed before the last five (5) days for which the students have been in attendance for the entire day.</i> Add paragraph: <i>To the extent that the DPAS II Guide for Specialists suggests a time period within which any part of the process will be completed, the guide shall prevail unless the controlling bargaining agreement provides otherwise. In the case of such conflict, the collective bargaining agreement prevails.</i> Make a new paragraph of: <i>The following are suggested target dates:</i>

Forms

Please go directly to the website

<http://www.doe.k12.de.us/performance/dpasii/specialist/specforms.shtml>

All updated forms will be marked updated 8.2008

SPECIAL NOTE—

**Recommended Improvement Plan Form by the Educator—
will no longer be used.** (p. 54 and 55 / 70 and 71 in the guide will be deleted)

The new language to be written on p. 39 in the guide will be

IMPROVEMENT PLAN CONFERENCE.

Replace first paragraph with: *The specialist and evaluator should review the Improvement Plan Form before the Improvement Plan Conference to reflect on the items that will be discussed.*

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Editorial Changes

PAGE	MODIFICATION/CHANGE
Contents	Professional <i>development</i> → Professional <i>growth</i> <i>Improvement Plan Forms</i> [delete s]- p. 54 and p. 70 [two different sections]
1	Professional <i>development</i> → Professional <i>growth</i> (2x)
3	Replace page <i>89</i> with page <i>91</i>
11	Professional <i>development</i> → professional <i>growth</i>
12	Professional <i>development</i> → professional <i>growth</i> (3x)
13	Professional <i>development</i> → professional <i>growth</i> (2x)
14	State Assessment → state <i>assessment</i> (make <i>s</i> and <i>a</i> lower case)
17	Delete <i>Recommendations for an Improvement Plan -- Specialists</i> Add <i>Form</i> and <i>Conference</i> to <i>Improvement Plan</i> , where appropriate
19	1 st bullet: School <i>improvement</i> plan → school <i>success</i> plan 2 nd bullet: delete <i>improvement</i>
20	Professional <i>development</i> → professional <i>growth</i>
22	School <i>improvement</i> plan → School <i>Success</i> Plan (4x) State Assessment → state <i>assessment</i> (lower case <i>s</i> and <i>a</i>) (2x)
32	Professional <i>development</i> → professional <i>growth</i>
33	Delete <i>development</i> in the last sentence prior to the word goals.
34	Make Components → <i>components</i> (lower case <i>c</i>)
40	professional <i>development</i> → professional <i>growth</i>
52	professional <i>development</i> → professional <i>growth</i>
76	Reg 1.0 Delete paragraph # 1 and list of school districts/charter schools
79	Professional <i>development</i> → Professional <i>growth</i>