



# **Delaware Department of Education**

## **LEA Educator New Application Instructions**

### **(“Alternative Educator Evaluation Systems”)**

*For the 2022-2023 School Year*

*Application Due Date: **March 1, 2022***

Applications are accepted and reviewed on a rolling basis by the Delaware Department of Education

This document contains instructions for new applications for Alternative Evaluation Systems

## Introduction



The Department accepts applications from Local Education Agencies (LEAs) interested in creating/renewing their own standards-aligned evaluation systems and processes. **Applications may be for teacher, specialist, and/or administrator evaluation systems.** All applications must comply with requirements outlined in Delaware state code and any additional guidance provided by the Delaware Department of Education. All educator evaluation systems must be state-approved.

## Minimum Application Requirements

Under current Delaware Code, LEAs may apply for a waiver from using the state-approved evaluation systems and instead implement an alternative evaluation.<sup>1</sup> The alternative evaluation system must include the following provisions:

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

*The provisions listed above are included in the application for an alternative evaluation system.*

**NOTE:** All LEAs implementing an alternative evaluation system are required to utilize the state-approved online reporting system (Data Service Center) in order to collect both formative and summative evaluation data.

1. (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.

## Application Directions

The LEA application must submit an application meeting the following guidelines:

- Applications must be typed.
- Each component of the application system must begin on a separate page.
- Follow the order of the system components as indicated in the rubric table on the following page.
- In the footer, insert page numbers.
- The application must have a table of contents that provides page numbers for each of the required components.

# Application Directions

System Component	Summary	Required Evidence	Key Question(s)
<b>Vision</b>	The LEA articulates the overarching goals and objectives of the proposed evaluation system.	<ul style="list-style-type: none"> <li>Description of current LEA vision and initiatives around educator talent and role of evaluation system to improve educator effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>Does the LEA provide a clear, compelling rationale for pursuing the alternative evaluation system?</li> </ul>
<b>Collective Bargaining Requirements</b>	The LEA details how the proposed evaluation rubric meets the requirements of Delaware Code.	<ul style="list-style-type: none"> <li>Signed document demonstrating support for proposed alternative educator evaluation system by local collective bargaining unit (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>Does the LEA provide documentation that the proposed evaluation system is supported by the local collective bargaining unit?</li> </ul>
<b>Student Growth</b>	The LEA specifies how they meet or exceed the requirements of the current statewide evaluation system's student improvement component. The student outcomes reflect student growth.	<ul style="list-style-type: none"> <li>Directions that will be given to the educator</li> <li>Sample completed goal setting selection forms that include approved measures</li> </ul>	<ul style="list-style-type: none"> <li>Does the LEA stipulate what measures will be used to evaluate student growth and why?</li> <li>Does the LEA have evidence that required growth measures will be used?</li> <li>How does the LEA ensure that the goal-setting process is rigorous?</li> </ul>
<b>System Process/Cycle</b>	The LEA outlines the evaluation system's process that promotes a continuous cycle of frequent observations and high-quality feedback.	<ul style="list-style-type: none"> <li>Table identifying each step of the evaluation process (Include details – (fall conference, pre-observation, post-observation, types of observations, etc.). Include activity frequency, length, etc.</li> <li>Sample pre-work and post-observation forms, observation forms, summative forms</li> <li>Processes are described that may be unique to novice educators, new to</li> </ul>	<ul style="list-style-type: none"> <li>Does the evaluation system process and protocols promote a culture of continuous feedback and professional learning?</li> <li>Are critical components (including observation announcement, length, frequency, number of observers, components, pre-work and follow-up requirements) clearly articulated in the application?</li> </ul>

# Application Directions

		LEA educators, or educators needing significant improvement	
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System Component	Summary	Required Evidence	Key Question(s)
<b>Performance Framework</b>	The LEA provides a clear and concise student-centered framework/rubrics(s) that requires observers to identify and analyze evidence of student learning and sets high performance expectations for those being evaluated	<ul style="list-style-type: none"> <li>Performance framework that is learning focused and aligned to InTASC</li> </ul>	<ul style="list-style-type: none"> <li>Does the framework clearly articulate student and teacher indicators necessary for valid and reliable ratings?</li> <li>Does the framework articulate a clear vision of rich teaching and learning capable of driving significant student learning?</li> </ul>
<b>Educator Support</b>	The Local Education Agency (LEA) is committed to rigorous and meaningful educator support during alternative educator evaluation system implementation.	<ul style="list-style-type: none"> <li>Detailed evaluation system training plan for educators in the LEA</li> <li>Alignment of the evaluation system to current professional learning initiatives - Include the upcoming Professional Development Calendar</li> </ul>	<ul style="list-style-type: none"> <li>How will the LEA provide ongoing training to educators on the evaluation system?</li> <li>How will the LEA differentiate support to educators based on evaluation results?</li> </ul>
<b>Observer Training and Credentialing</b>	The LEA has a clear, rigorous process to certify observers and calibrate ratings to ensure validity and reliability within and between schools	<ul style="list-style-type: none"> <li>Detailed plans to design, develop and implement evaluator certification by August 1 of each year</li> <li>A plan for calibrating activities including evidence of previous calibration activities</li> </ul>	<ul style="list-style-type: none"> <li>Has the LEA identified which staff will serve as observers and designed an effective process to credential them?</li> <li>How will the LEA ensure evaluator calibration?</li> </ul>
<b>Data Management and Reflection</b>	The LEA reflects upon and utilizes data to drive decision-making around teacher and student growth data. LEA maintains and reports accurate records related to their evaluation system.	<ul style="list-style-type: none"> <li>Examples include survey data from teachers and students</li> <li>Distribution report of summative ratings from previous year</li> <li>Distribution report for each category/domain from previous year</li> </ul>	<ul style="list-style-type: none"> <li>Has the LEA recorded observation and feedback data into DSC?</li> <li>Has the LEA reflected on the distribution of the data and used it to create a training plan?</li> <li>Has the LEA reflected on the alignment of the teacher ratings? Are they an accurate representation of teacher</li> </ul>

		<ul style="list-style-type: none"><li>• Data Service Center is being utilized for each step of the evaluation cycle (goal setting, observations, summative evaluations, etc.) Note – DDOE will check system for compliance.</li></ul>	<p>practice?</p> <ul style="list-style-type: none"><li>• How does the teacher data align with student improvement data?</li></ul>
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# Application Submission Instructions: Renewal Applications<sup>1</sup>



Carefully review applications before submitting. Once complete, please e-mail applications to Melissa Oates, Director – Educator Effectiveness, at [Melissa.Oates@doe.k12.de.us](mailto:Melissa.Oates@doe.k12.de.us) with “Alternative Educator Evaluation Systems – Renewal Application” in the subject line.

Please save documents as follows (in pdf format):

Renewal Application\_LEA.pdf (ex: Renewal Application\_Colonial.pdf)

Applications are accepted on a rolling basis; however, in order to be considered for implementation during the 2022-2023 school year, your completed application must be submitted no later than **March 1, 2022**. Final submissions with all revisions must be submitted by **June 1, 2022**.

<sup>1</sup>**NOTE:** 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/108A, 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. <sup>{SEP}</sup>

<sup>2</sup>**NOTE:** Incomplete applications will not be considered

# Application Evaluation – Renewal Applications

## Summary of application evaluation:

- Each component will be evaluated on a scale of 1-4
- 1 = No Evidence, 2 = Limited Evidence, 3 = Moderate Evidence and 4 = Strong Evidence
- Every component must meet points required for approval in order to have overall application approved
- At least three Department of Education representatives will evaluate each application. Final decisions regarding applications are made by the Department of Education.
- Department feedback will include qualitative feedback and points earned on each section of the application. If necessary, feedback will include changes required for approval upon resubmission.

Component	Possible Points	Points Required for Approval
Vision	4	Average of 3.0 from all reviewers
Collective Bargaining Requirements	4	
Student Achievement	4	
System Process/Cycle	4	
Performance Framework	4	
Educator Support	4	
Observer Training and Credentialing	4	
Data Management and Reflection	4	

## Additional Notes

An approved application, together with any conditions imposed upon approval by the DDOE, shall become the LEA's educator evaluation system for that subset of educators. DDOE 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 and/or proprietary.

## Contact Information



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