



Guidelines for Submission of Locally Developed Alternative Rating Tool

Non-Teaching Professional

LEAs requesting approval of an alternative rating tool for non-teaching professionals must submit prescribed descriptions and evidence, per the guidelines below. The submission must include a response to all the items in the checklist.

LEAs seeking to revise multiple measures and the Framework for Observation and Practice should complete the Guidelines for Submission of Locally Developed SPM application in lieu of this application.

Completed application, with attachments, should be submitted to RA-PDE-Evaluation@pa.gov.

Section 1: Introduction

Description of the proposed modifications to Pennsylvania's non-teaching professionals' observation and practice component

Description of the purpose, vision, and goals of the proposed alternative non-teaching professionals' evaluation system. Describe the research base that supports the use of the proposed alternative teacher observation and practice system.

Date alternative rating tool approved by LEA's governing board

List of stakeholders involved in the development of the alternative evaluation and role of each stakeholder

Timeline for implementation and the cycle to review results of non-teaching professionals' ratings and to revise the alternative evaluation tool based on data

Section 2: Observation & Practice Model

Domains, Weighting, and Performance Calculation

Include the following information related to the proposed Observation & Practice design:

Observation and practice form to be utilized by the LEA to evaluate a non-teaching professional's performance

Proposed domains of non-teaching professionals' performance, including:

- rationale/research for the proposed domains

- description of each domain and domain components, with performance level descriptors for each component
- discussion prompts and evidence of practice for each component
- crosswalk aligning the proposed domains to PDE's domains and components; how each domain differs from the domains included on the tool published by the Department in 22 Pa. Code, Chapter 19

Frequency of observations of non-teaching professional practice

Clear weighting for each domain, rationale for the weighting with maximum points possible for each domain, and the method for calculating the overall observation rating

Description of how LEA will establish the performance rating (e.g., 0, 1, 2, or 3) across the domains (e.g., Failing, Needs Improvement, Proficient, and Distinguished)

Section 3: Training/Professional Development

Training for principals, supervisors, and others, who will use the alternative form, to ensure inter-rater reliability

Training for educators of the process and requirements associated with the alternative rating tool

Section 4: Accuracy Certification Statement

Certification via the chief school administrator's signature affirming that the information provided by the LEA accurately describes the alternative rating tool that was developed collaboratively by non-teaching professionals and approved by the local governing board.

I further certify that this request applies only to the observation/evidence component and does not change any of the multiple student performance measures established by 24 P.S. §11-1123.

I understand that the LEA locally developed alternative evaluation system, if approved by PDE, is valid for the requested timeframe (five years or less) from the date of final approval of this request or when additional revisions are made.

I certify that annual evaluations will be completed for professional employees, and semi-annual evaluations will be completed for temporary professional employees.