

Superintendent File: GCN-R-1

INTEGRITY AND INTER-RATER RELIABILITY IN EVALUATION OF LICENSED STAFF PROCESS

“Second Look” Evaluation Data Review

In order to further establish inter-rater reliability and integrity in the evaluations of licensed staff before a teacher receives a final evaluation rating, the following process shall be available following a teacher’s mid-year review conference which is to be held by January 31 of each school year:

SITE-BASED INTERNAL REVIEW. A teacher or the teacher’s evaluator may request additional input (the “Second Look”) into the mid-year review rating of Standards 1-5 on CITE by February 7. Such request shall be made in writing to the Principal. The site-based internal review of specific evidence and/or an additional classroom observation shall be conducted by a PLS/BRT and an alternate evaluator. The PLS/BRT and alternative evaluator shall be from the teacher’s site, if possible. If there is no PLS/BRT or alternate evaluator at the site, then one shall be chosen by the Director of Schools (DOS) from another site. The feedback from this review, including any identification of resources and areas for improvement, shall be provided to the teacher, who may choose to share with his or her evaluator to be added to the summative body of evidence to be considered in a final review rating. If the teacher chooses to share the feedback with his or her evaluator, then all of the feedback shall be shared. This site-based internal review shall be completed by February 21.

EXTERNAL REVIEW. After the site-based internal review, the teacher or the teacher’s evaluator may request an external review limited to the standards reviewed in the site-based process by February 28. Such request shall be made to the designated Director of Schools (DOS) for the teacher’s school who shall schedule and monitor the external review process.

External Review Team. The review shall be undertaken by a team of either two external evaluators or two external trained reviewers chosen by the DOS from a pool. The non-evaluator reviewers in the pool may be PLS, BRT, CPD, WCE, or SPED Coordinators.

External Review Process. The External Review Team shall be “blind”, meaning that the External Review Team shall not be provided with the original evaluator’s or internal reviewer’s ratings previously given to the teacher on the standards to be reviewed. The review may include a “paper” review of evidence and/or formal observation. The teacher may provide existing evidence to the External Review Team. With assistance from the DOS, the External Review Team shall work with the teacher to schedule the paper review and/or formal observation (if requested). The review of data/evidence shall use the same protocol that an evaluator would use. If a formal observation is requested, the same protocol, including a post-observation conference with the External Review Team, the teacher and assigned evaluator, shall be held.

External Review Report. The External Review Team shall prepare a report which shall be included in the teacher's body of evidence for the summative evaluation. The report shall be limited to the standards reviewed through the external review process, and shall include identification of strengths, areas needing improvement, and areas needing additional evidence. The report shall also include any recommendations for resources, coaching or professional development to assist the teacher. If the External Review Team consists of evaluators, then they shall assign ratings for the standards reviewed. If the External Review Team consists of non-evaluators, then they shall provide feedback, not ratings. The External Review Team shall meet with the teacher and the assigned evaluator to review the report results. The report and any ratings shall be shared with the DOS and the evaluator. The external review shall be completed by March 28.

Adopted by Superintendent: January 9, 2014

"Second Look" Evaluation Data Review Process Flowchart

2nd Look Review--Timeline and Scope

Internal Review
 Request Deadline: by February 7, 2014
 Review completed by: February 21, 2014
 Possible Review of Standards 1 - 5 & Elements rated PE/IE/E

External Review
 Request Deadline: by February 28, 2014
 Review completed by: March 28, 2014
 Limited to Standards identified for review in Internal Review.

