

Pennsylvania
Department of Education
Teacher and Principal Evaluation Information
Individual LEA Data
For the 2010-11 Rating Period

GENERAL INFORMATION

LEA Name:

City CHS

AUN Number:

102020001

Address:

717 Liberty Ave Suite 900 Pittsburgh, PA 15222-3510

Name Superintendent or Chief School Administrator:

Richard D. Wertheimer

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TEACHER INFORMATION

Describe the LEA's system used to evaluate the performance of your teachers:

At City High, annual evaluation, promotion and compensation for staff are based on demonstrating specific competencies and fulfilling an enlarged professional role. City High provides various supports for teachers to reflect on practice and grow professionally. Induction: The support process begins the moment a teacher starts at City High. It begins with a short Induction program that explains the procedures of the school, responsibilities of staff and the promotion process. It is most important that new staff familiarize themselves with the Annual Review and Promotion Criteria document during Induction. The Leadership Team (Administration and Master Teachers) is available to assist in this process. Annual Review and Goal Setting Meeting: The support process continues at the beginning of each year when teachers meet with the Principal individually to discuss his/her goals for the year. The goal of the annual review is to provide each teacher with an assessment of their performance as well as an opportunity to set goals for the coming year. This meeting also may include a review of the teacher's status regarding promotion. Observations: Throughout the school year, teachers will be observed by administrators and/or peers. Administrator observations will be written up and reviewed in a conference. The Master Teachers and Teaching Coach are available for informal observations. Their write-ups are informal and are not provided to the administration. Teachers are encouraged to request observations in order to improve their instruction.

Professional Development: Teachers are provided with two hours per day for professional use. In addition there is a half-day (four hour) monthly inservice for content and team meetings. There are also 7 workshop days during the year dedicated to professional development. Ongoing Education: City High financially supports teachers continuing education (\$3,000 annually) at local Intermediate Units and Graduate Schools. When a teacher believes they are approaching proficiency on the 15 criteria in the promotion rubric, they follow the Steps for Promotion to Journeyman Teacher process: • Step 1 – When a teacher believes he/she is proficient at the components to move to Journeyman Teacher and wants to be considered for promotion, the principal should be contacted. The principal will conduct a classroom observation and a follow-up meeting to review the observation and the promotion criteria. At that point, the principal will either provide feedback on areas that need improvement or will recommend going forward with promotion. • Step 2 – The Principal signs the City High Promotion/ACT 48 Log and assigns a Promotion Coach who is responsible for supporting the candidate through the promotion process. The coach is a member of the school's Leadership Team which consists of the Master Teachers and Administrators. The coach keeps the Leadership Team informed of your progress. The Education Manager will send out email to the Leadership Team to alert them that a promotion process has begun. The amount of time it takes to complete the promotion process is up to the teacher. A teacher will earn 60 hours in ACT 48 credit for completing the promotion process. • Step 3 – The teacher creates the Promotion Portfolio. The promotion portfolio should contain any evidence that demonstrates proficiency on the promotion criteria and of a teacher's reflection on their practice. The portfolio must begin with a 5-10 page personal written narrative that describes the teacher's expertise as an educator and situates the portfolio in a professional context. Additional evidence can include, but is not limited to: o the promotion log, o curriculum, instruction and assessment artifacts, o transcripts, ando written or oral case studies. The portfolio must address Components #1-15. It is recommended that each component be prefaced by a coversheet with an explanation of the materials included. The portfolio must be reviewed by the Promotion Coach and either the Education Manager or the Principal before it is submitted. Any additions or changes must be made at this time. • Step 4 – Submit the portfolio to Administration. The Education Manager will send out email to the Leadership Team to alert them that a promotion candidate has turned in his/her portfolio and the date by when a decision is required. • Step 5 – The Leadership Team has 6 weeks to review the portfolio and visit the teacher's classes. Once the team reviews the portfolio and visits the classroom, the team meets and makes its recommendation. The team either votes for promotion or asks that the portfolio be amended. • Step 6 – If the Leadership Team votes for the promotion, the promotion goes into effect immediately. If the team recommends that the portfolio be amended, it must be resubmitted for a Final Review within two months.

Does the LEA use the results of the teacher evaluation system described above in decisions regarding:

a. Teacher Development? Yes

At the annual evaluation for every teacher, time is spent on goal setting and individual improvement plans. Professional Development requests are made and collected. Follow through occurs during the professional development programming during the year.

b. Teacher Compensation? Yes

The answer to question Q.2.15.1 above provides some background on this. Teachers go through a rigorous promotion process in order to get increases in salary compensation.

c. Teacher Promotions? Yes

Same as above.

d. Teacher Retention and Removal? Yes

Teachers receive direct information via the promotion rubric/evaluation, and having repeated opportunities for support, peer mentoring, observations and conferencing,

Does the LEA teacher evaluation system described above include the following as evaluation criterion:

a. Student Achievement Outcomes? No

b. Student Growth Data? No

How often does the LEA formally evaluate:

PRINCIPAL INFORMATION

Describe the LEA's system used to evaluate the performance of your Principals:

The Principal/CEO of City Charter High School is evaluated by a Board committee, with the findings presented to the entire Board for approval. The evaluation uses a rubric that addresses the following components: 1. Student Success 2. Student Support 3. Programming 4. Financial Management 5. Personnel Management 6. School Management 7. Strategic Planning 8. Leadership 9. Compliance Each component is broken down into various sub categories. The rated performances is measured at the level of Advanced, Proficient, Nearly Proficient or Needs Significant Improvement. During the performance review, the Principal must be prepared to provide documentation, artifacts and data to support performance. Although the principal is being evaluated, the entire administrative team (principal and 3 vice-principals) participate in the performance review. The principals retention for the coming year, compensation and bonus are based on the performance evaluation. The Board President, whose expertise is in non-profit management and HR, chairs the evaluation committee. Although the Board is provided with monthly updates on school performance (the City High Metrics/Dashboard), the Principal's performance review/evaluation occurs annually in August or September.

Does the LEA use the results of the principal evaluation system described above in decisions regarding:

a. Principal Development? Yes

The principal's evaluation provides an opportunity to determine any professional development needs.

b. Principal Compensation? Yes

The principal's performance evaluation helps the Board of Trustees to determine what the Principal's salary will be in addition to determination of an annual bonus.

c. Principal Promotions? No

d. Principal Retention and Removal? Yes

The principal's performance evaluation is a key component in the decision whether to retain or remove.

Does the LEA principal evaluation system described above include the following as evaluation criterion:

a. Student Achievement Outcomes? Yes

b. Student Growth Data? Yes

The student achievement data used in the evaluation of the Principal are PSSA/AYP scores, PVAAS data, standardized tests score growth as measured by the Explore/PLAN/ACT battery of tests, QPAs, Graduation Rates and College Acceptance Rates.

How often does the LEA formally evaluate:

a. New Principals (Less than 3 Years)? Annually

b. Experienced Principals (More than 3 Years)? Annually

Does the LEA use weighting formula(e) and/or rubric(s) to guide principal evaluators?

a. Yes or No? If Yes, describe background and process. Yes

The annual evaluation rubric for administrators at City High is a continuation of the Teacher Rubric. It contains 9 domains: Student Success, Student Support, Programming, Financial Management, Personnel Management, School Management, Strategic Planning, Leadership and Compliance. The domains (and the sub-categories within the domain) are graded as being Advanced, Proficient, Nearly Proficient or Needs Significant Improvement. The evaluation of the Principal/CEO is conducted annually by a sub-committee of the Board of Trustees. A report on the evaluation is provided to the entire Board. The evaluations of the three Vice-Principals is conducted annually by the Principal.

Does the LEA publicly report principal evaluation data by school?

a. Yes or No? (Web link provided if applicable.) No

Does your LEA have at least one Principal position? Yes

Does your LEA have at Standarized Principal Evaluation System? Yes

LEA Principal Evaluations Summary:

Number Rated	4
Number Not Rated	<u>0</u>
Total Number Employed	4
	<u><u> </u></u>

LEA Principal Evaluation Detail:

	Total Employed	Not Rated	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
	(Denominator)	(Numerator) %	(Numerator) %	(Numerator) %	(Numerator) %	(Numerator) %	(Numerator) %	(Numerator) %
Unsatisfactory/Satisfactory			Unsatisfactory	Satisfactory	Satisfactory	Satisfactory	NA	Satisfactory
Totals	*	* %	* %	* %	* %	* %	* %	* %

Note: - All Total percentages are the result of dividing the total number of ratings at each level (Numberator) by the overall total (Denominator)

*In order to ensure that individual ratings can not be deduced , we have not reported any Teacher or Principal information if building level or LEA level data is less than or equal to 5