

**Instructions for Completing the**  
**PDE Teacher and Principal Evaluation Survey**  
**For the 2015 -2016 School Year**

**A. General Information.**

The following instructions offer guidance in completing the Pennsylvania Department of Education (PDE) Survey on Systems Used to Evaluate the Performance of Teachers, Principals and Non-Teaching Professionals. Some of the questions in the survey are self-explanatory; therefore, not every question is addressed in this instruction. Once completed, save the document to your computer or local network. Attach your completed Survey to an e-mail and send it to [RA-PDE-Evaluation@pa.gov](mailto:RA-PDE-Evaluation@pa.gov) . Only electronic surveys will be accepted; no hard copies please. **When returning your completed survey, please begin the subject line of your email with the name of your LEA.**

**Note for MAC Users:** If you are using Excel 2008 or higher, when saving your file, do a “Save As” and select the .xlsx file format. You should then be asked if it is ok to save without macros...answer Yes.

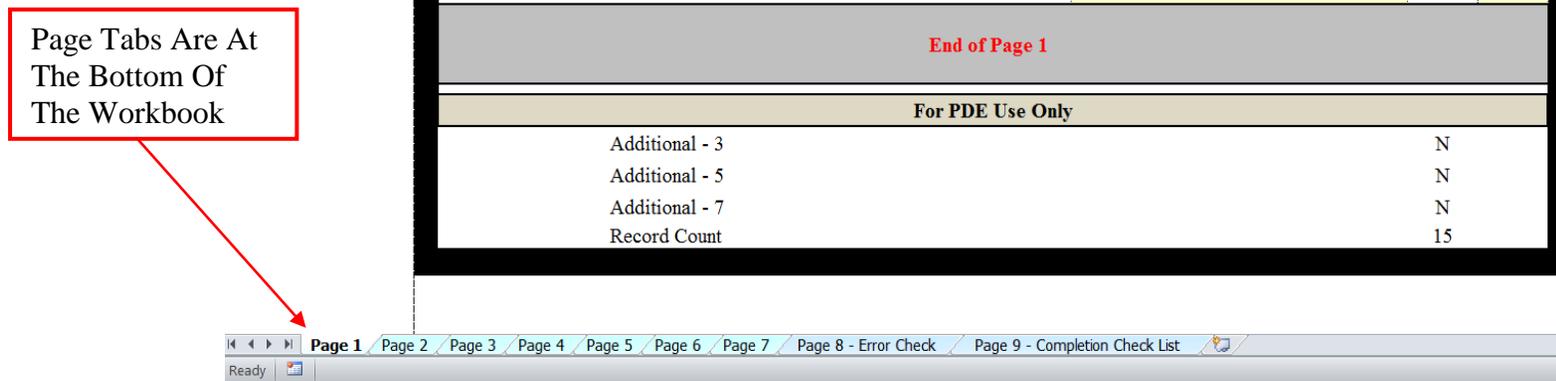
The survey itself is an Excel spreadsheet with nine pages (tabs). You can navigate through the survey by using the tabs at the bottom of the workbook (Figure A-1). Once selected, each page contains information on the type of data sought in the particular section of the survey. For example, Page 1 focuses on general information and your requirement to include an **Accuracy Certification Statement** with your submission. Each page clearly indicates the type of information to be provided.

**New This Year:**

- There were no changes to this year’s form.

# Teacher and Principal Evaluation Survey Instructions

Figure A-1



The nine pages included in the Survey are organized as follows:

1. General LEA Information and the Accuracy Certification Statement.
2. Specific Questions about your Classroom Teacher Evaluation System.
3. Detailed Classroom Teacher Evaluation Data.
4. Specific Questions about your Principal Evaluation System.
5. Detailed Principal Evaluation Data.
6. Specific Questions about your Non-Teaching Professional Evaluation System.
7. Detailed Non-Teaching Professional Evaluation Data.
8. Error Check.
9. Completion Check List.

Answer boxes are color coded: Yellow boxes indicate that you must type in your answer; Green boxes indicate that you are to select your answer from the drop-down menu, and the Salmon boxes indicate that the information has been calculated or pre-populated for you.

**Due Date:** Please refer to the 2015-2016 announcement email for actual deadline information.

## **B. Page 1 – General LEA Information and Accuracy Certification Statement.**

# Teacher and Principal Evaluation Survey Instructions

**Questions 1.1-1.3 LEA/Charter School Information:** Start by selecting the name of your LEA or Charter School from the dropdown menu in the Green box to the right of question 1.1 (Figure B-1). You must select the Green box before the drop-down menu appears. Once you make your selection, the required information for questions 1.2 and 1.3 will be automatically pre-populated from existing PDE databases. Required changes to this data should be coordinated with your Educational Names and Addresses System (EdNA) Administrator.

Figure B-1

The screenshot displays the 'PDE Survey' interface for 'Systems Used To Evaluate the Performance of Teachers and Principals'. It is on 'Page 1' under the 'Accuracy Certification Statement And Questions' section. A note states: 'NOTE: Open-ended answers will not be edited. All answers will be published the way they are submitted to PDE. Please review accuracy, completeness and clarity.' Below this is a link: '[ Select Your LEA From The Dropdown Menu ] - 000000000' and a 'Version' label.

**Section 1. LEA/Charter School Information**

1.1	Name of LEA or Charter School	[ Select Your LEA From The Dropdown Menu ]
1.2	AUN Number	000000000
1.3	Address of LEA or Charter School	1234 Main Street Any City

**Section 2. Accuracy Certification**

**Note:** Electronic Confirmation: An email from the Superintendent or Chief School Administrator to the following e-mail address with the language below will serve as an electronic confirmation: [RA-PDE-Evaluation@pa.gov](mailto:RA-PDE-Evaluation@pa.gov) (Please see the instructions for more information.)

**Required**

By the submission of this electronic survey to the Pennsylvania Department of Education, I, as the Superintendent or Administrative Officer of the [ Select Your LEA From The Dropdown Menu ], certify that the information in the Systems used to Evaluate the Performance of Teachers and Principals for the School Year accurately describes the systems and processes our LEA or Charter School uses to evaluate the performance of Teachers and Principals and the numbers of full-time and part-time Classroom Teachers and Principals who received each performance rating are the best of my knowledge and belief.

**Section 3. General Information**

Page navigation: Page 1 | Page 2 | Page 3 | Page 4 | Page 5 | Page 6 | Page 7 | Page 8 - Error Check | Page 9 - Completion Check List

**Callouts:**

- Question Numbers:** Points to the question numbers 1.1, 1.2, and 1.3 in the table.
- Select The Green Box Then Click Here To View The Drop-Down Menu:** Points to the green box containing the dropdown menu.
- Information In The Salmon Boxes Will Be Pre-Populated Once You Make Your 1.1 Selection:** Points to the salmon-colored input fields for AUN Number and Address.
- Page 1:** Points to the 'Page 1' label in the navigation bar.

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**Accuracy Certification Statement:** The Accuracy Certification Statement from the Superintendent or Chief School Administrator is a **mandatory** requirement. The following statement is located on page 1 of the Survey. Simply copy it into an email, and forward it, along with your Survey information, to: [RA-PDE-Evaluation@pa.gov](mailto:RA-PDE-Evaluation@pa.gov) .

By the submission of this electronic survey to the Pennsylvania Department of Education, I, as the Superintendent or Chief Administrative Officer of the [ [Your LEA Name](#) ], certify that the information in the Survey on Systems used to Evaluate the Performance of Teachers and Principals for the 2015-16 School Year accurately describes the systems and processes our LEA or Charter School uses to evaluate the performance of Classroom Teachers, Principals and Non-Teaching Professionals and that the numbers of full-time and part-time Teachers, Principals and Non-Teaching Professionals who received a performance rating are accurate to the best of my knowledge and belief.

Superintendent Or  
Chief School  
Administrator Should  
Verify LEA Name And  
Email Statement to  
PDE

**Questions 1.4-1.8 General LEA Information:** Type in the requested information in the Yellow boxes to the right of the questions

### C. Page 2 – Classroom Teacher Evaluation Systems.

When you select Page 2, you will see your LEA or Charter School name on the top left side of the page; this will be repeated on every page of the Survey. Make sure your LEA name and AUN number are correct. All answers on this page will be provided in either a Yellow or a Green box. Remember, Yellow boxes indicate that you need to type in your responses and the Green boxes indicate that you will select your responses from the drop-down menu that will appear once you select the Green box and then “point” to the down arrow key just to right of the answer box. Salmon colored boxes contain pre-populated or calculated information. When “Yes” or “No” answers are required, you will select the appropriate answer using the drop-down menu in the Green box directly to the right of the question.

Page 2 is divided into 2 Sections:

Section 1 – Overview

Section 2 – Process and Use of Evaluation Information ([Applies Only to Charter Schools!](#))

## Teacher and Principal Evaluation Survey Instructions

### **Section 1 – Overview**

Section 1 asks general questions about your LEA's or Charter School's Teacher Evaluation System. **All LEAs and Charter Schools must complete this section.**

Definitions that may help you with the questions in Section 1 are as follows:

**Classroom Teacher** – Any full-time or part-time professional educator whose assignment is associated with or may require an Instructional or Vocational certificate (including those working in such assignments as Vocational Intern, Instructional Intern, or Program Specialist certificates, a type 01 or 04 emergency permit, or non-certified charter school teachers working in such assignments) and provides classroom instruction in one of the assignments reported through PIMS. Classroom instruction may include small group settings, or one-on-one instruction inside or outside a traditional classroom setting. For the purpose of this survey, the term does not include those employed in education specialist positions, (guidance counselors, nurses, school psychologist, etc.), student teachers, teachers' aides, librarians or paraprofessionals.

**Temporary Professional Employees** - A non-tenured teacher.

**Professional Employees** - A tenured teacher.

**Performance Evaluation** - The annual review of a professional employee or semi-annual review of a temporary professional employee which utilizes a rating system required pursuant to 24 P.S. §11- 1123 and a rating form or an alternative rating form approved by the Department as set forth in 22 Pa. Code, Chapter 19.

**Question 2.1a:** If your LEA/Charter School uses Form PDE 82-1 – Educator Effectiveness Rating Tool, select “Yes” from the drop-down menu.

**Question 2.1b:** If your LEA/Charter School uses Form 426/428 – PDE Annual Employee Evaluation Form for Instructional I/II

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Teachers, select “Yes” from the drop-down menu.

**Question 2.1c:** If your LEA/Charter School uses Form 5501 – PDE Employee Rating Form select “Yes” from the drop-down menu.

**Question 2.1d:** If your LEA uses a PDE Approved Alternative Evaluation Form to evaluate Teachers select “Yes” from the drop-down menu.

**Question 2.1e:** **This question only applies to Charter Schools.** If your Charter School uses a Locally Developed Form to evaluate Teachers select “Yes” from the drop-down menu.

**Questions 2.2 – 2.4:** These questions refer to the numbers of full-time and part-time teachers who were and were not evaluated during the 2015 – 2016 school year and the reasons why some teachers may not have been evaluated during the period. (Figure C-1) A few points to keep in mind:

- Your response to question 2.2 **must** equal the **Grand Total** of Teachers Rated on Page 3.
- Your response to question 2.3 **must** be less than or equal to your response to question 2.2.
- The number of Teachers not rated (question 2.4) **must** equal the number of Teachers “**Not Rated**” on Page 3.

**Questions 2.6 and 2.7:** How often does your LEA/Charter School formally evaluate:

- Temporary Professional Employees (Non-Tenured classroom teachers)? Select the appropriate answer from the drop-down menu.
- Professional Employees (Tenured classroom teachers)? Select the appropriate answer from the drop-down menu.

# Teacher and Principal Evaluation Survey Instructions

Figure C-1

**PDE Survey**  
Systems Used To Evaluate the Performance of Teachers and Principals

Page 2  
Classroom Teacher Evaluation Systems

**NOTE:** Open-ended answers will not be edited. All answers will be published the way they are submitted to PDE. Please review your answers for accuracy, completeness and clarity.

[ Select Your LEA From The Dropdown Menu ] - 000000000 Version

**Section 1. Classroom Teacher Evaluations - Overview**  
All LEAs and Charter Schools

2.1	For the School Year, which classroom teacher evaluation tool(s) did you use?	
2.1a	• Form PDE 82-1? ((D))(2)(ii)	
2.1b	• Form PDE 426/428? ((D))(2)(ii)	
2.1c	• Form PDE 5501? ((D))(2)(ii)	
2.1d	• PDE Approved Alternative Form? ((D))(2)(ii)	
2.1e	• Locally Developed Form? - <a href="#">Charter Schools Only!</a> ((D))(2)(ii)	
2.2	How many teachers were employed in your LEA/Charter School during the school year?	
2.3	How many Teachers were evaluated during the school year?	
2.4	Number of Teachers not evaluated during the school year.	0

Page 2

Page 1 Page 2 Page 3 Page 4 Page 5 Page 6 Page 7 Page 8 - Error Check Page 9 - Completion Check List

Identify Rating Form(s) Used. Select The Appropriate Green Box And Choose Your Answer From The Drop-Down Menu.

Type In The Appropriate Numbers Here.

Page 2

## Teacher and Principal Evaluation Survey Instructions

### **Section 2: Process and Use of Evaluation Information (This Section Only Applies to Charter Schools!)**

Questions 2.8 – 2.11 focus on the use of teacher evaluations and ratings in making informed decisions relative to **Professional Development, Compensation, Promotions and Retention**. **Only Charter Schools must complete this section.** If you do not use evaluations as a basis for these decisions, in the space provided, please describe your criteria and processes for making these decisions and how these policies are implemented.

Definitions that may help you in this section are as follows:

- **Professional Development** - Skills and knowledge attained for both personal development and career advancement. Professional development encompasses all types of facilitated learning opportunities, ranging from college degrees to formal coursework, conferences and informal learning opportunities situated in practice. It has been described as intensive and collaborative, ideally incorporating an evaluative stage. There are a variety of approaches to professional development, including consultation, coaching, communities of practice, lesson study, mentoring, reflective supervision and technical assistance.
- **Compensation** - Wages, remuneration, etc.; can include benefit packages.
- **Career Ladder** - Promotional opportunities.
- **Teachers' Employment** - Retention or removal/dismissal.

The following examples may help in constructing your responses to questions 2.8 through 2.11:

***EXAMPLE 1: How are the results of Teacher evaluations used in making Professional Development decisions?:*** Our Act 48 committee regularly reviews data from redacted teacher evaluations to help formulate the subsequent year's Act 48 professional development programs. In 2013-2014, a number of high school teachers scored poorly in the area of differentiated instruction. The Act 48 committee has planned three full-day sessions on "How to Differentiate Instruction in Content Area Classes" in the 2014-2015 Act 48 program. Differentiated instruction was not a problem in the elementary teacher evaluations. However, the area of behavior management was an area of concern. Therefore, the 2015-2016 Act 48 Elementary Program will include a three-day in-service program on behavior modification and behavioral support. In addition to this, principals recommend various professional development activities and courses to each of their teachers

## Teacher and Principal Evaluation Survey Instructions

based on the results of the yearly teacher evaluations done.

**EXAMPLE 2: How are the results of Teacher evaluations used in making Compensation decisions?:** We have a merit pay program in our charter school that is part of our Collective Bargaining Agreement. Each year every teacher gets a 2% raise but additionally a teacher who gets a Satisfactory rating gets a bonus of \$1,000 payable on November 1 of the following year or upon their retirement or resignation whichever comes first.

**EXAMPLE 3: How are the results of Teacher evaluations used in making Career Ladder/Promotions decisions?:** We have a promotion policy in our charter school. It is a board policy and is not part of our Collective Bargaining Agreement. The policy holds that in considering internal applicants for promotions, the administration and board may consider evaluation ratings to the extent that the applicant has met all other qualifications of the new position. The Board, however, may not use evaluation ratings older than two years.

**EXAMPLE 4: How are the results of Teacher evaluations used in making Continuing Employment decisions?:** Our charter school follows PA Code and dismisses teachers who have accumulated 2 consecutive unsatisfactory evaluations.

**Questions 2.12 and 2.13:** Does your Charter School use **Weighting Formula(s)** and/or **Rubric(s)** in your Classroom Teacher evaluation system? For example, a standard formula used by all evaluators that assigns specific weights or points to different evaluation criteria would be considered a **Weighting Formula**.

Question 2.12 asks if you use a rubric and or weighting formula to guide evaluators as they evaluate Teachers; select “Yes” or “No” from the drop-down menu.

If you answered “Yes” to question 2.12, then question 2.13 requires you to enter a **Description** of the weighting formula or rubric used by your institution including the relevant research on which it is based. The following are a few EXAMPLES that may be helpful:

**EXAMPLE 1:** Our Charter School has established a rubric for use with the PDE 428 form that measures teacher competence on the following point system: (1) Planning and Preparation – Maximum points = 50; (2) Classroom Environment – Maximum points = 50; (3) Instructional Delivery (emphasizing differentiated instruction) – Maximum Points = 75; and (4) Professionalism – Maximum Points = 50. Evaluators use the indicators listed on the form plus district

## Teacher and Principal Evaluation Survey Instructions

indicators for differentiated instruction, the use of which is one of our Charter School’s strategic goals. The maximum score a teacher can earn is 225; a satisfactory score is defined as a total of 175 points with at least 65 points in the category of Instructional Delivery; an unsatisfactory rating is any score less than 175 or a score higher than 175 with less than 65 points in Instructional Delivery.

**EXAMPLE 2:** Rubric - Our Charter School has established a rubric for use with the PDE evaluation forms PDE 426 and PDE 428. The rubric assigns points to the four categories listed on the forms. Planning and Preparation – Maximum points = 25; Classroom Environment – Maximum points = 25; Instructional Delivery – Maximum points = 25 and Professionalism – Maximum points = 25. The highest score a teacher can attain is 100 points. A Satisfactory rating is given for 80 points and above; an Unsatisfactory rating is given for 79 or fewer points.

**EXAMPLE 3:** Weighting Formula - Our Charter School has established a weighting formula for use with the PDE evaluation forms PDE 426 and PDE 428. The weighting formula assigns a weighted point value to the four categories listed on the forms.

Category	Points earned	Weighted value
Preparation and Planning	10-25	.25
Classroom Environment	10-25	.25
Instructional Delivery	10-25	.25
Professionalism	10-25	.25

An evaluation that results in 75 – 100 points is Satisfactory; an evaluation that results in 74.9 points or below is Unsatisfactory.

**Questions 2.14, 2.15 and 2.16:** These questions ask if your Charter School uses the **School Performance Profile (SPP)**, **Student Achievement Outcomes** and/or **Student Growth Data** as an evaluation criterion for your teachers. Use the drop-down menu to select “Yes” or “No.”

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Definitions that may help you in this section are as follows:

- **Student Achievement Outcomes** - Student performance on summative assessments, or on assessments predictive of student performance on summative assessments, in terms of absolute performance, gains, or growth; student grades; and rates at which students are on track to graduate from high school with a regular high school diploma.
- **Student Growth Data** - The change in student achievement data for an individual student between two or more points in time. Growth may be measured by a variety of approaches, but any approach used must be statistically rigorous and based on student achievement data and may also include other measures of student learning in order to increase the construct validity and generalizability of the information.

**Question 2.16:** If your answer to question 2.14 or 2.15 is “Yes” then you need to address question 2.16 by providing a description of how SPP, Student Achievement Outcomes and/or Student Growth Data support your evaluation process.

***EXAMPLE:*** Our Charter School measures student achievement by comparing a teacher’s students’ 4<sup>th</sup> sight scores, class grades and behavior assessments in the beginning of the year to these measures at the end of the year. These assessments count for 20% of a teacher’s evaluation.

### **D. Page 3 – Classroom Teacher Evaluation Detail.**

On Page 3, all LEAs and Charter Schools are required to provide aggregate Classroom Teacher Evaluation rating numbers for each school in the LEA or Charter School.

**Page 3 must be completed by all LEAs and Charter Schools regardless of the form(s) used to evaluate the teaching staff.**

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The Salmon colored boxes will be pre-populated with the schools identified in the Educational Names and Address System (EDNA) as being associated with your LEA or Charter School (Figure D-1).

If there are any pre-populated schools that are NOT a part of your LEA or Charter School please email the appropriate information to [RA-PDE-Evaluation@pa.gov](mailto:RA-PDE-Evaluation@pa.gov) .

If there are schools associated with your LEA or Charter School that are NOT INCLUDED in the pre-populated information, please add those school in the Yellow boxes at the end of the page (Figure D-2). The same information will also populate the bottom of page 5 and page 7.

Any changes should also be coordinated with your EdNA administrator.

On page 3, you need to provide the total number of “Not Rated” and “Rated” teachers in each school in your LEA.

**Not Rated:** Provide the aggregate number of classroom teachers in each school who did not receive an official final rating for the 2015 - 2016 school year.

**Rated:** The “Rated” section on page 3 combines the reporting of the “Overall” and the “Final” rating numbers in one location. The “Rated” section is divided into 4 possible levels:

- **Failing.** This level is always considered *Unsatisfactory*.
- **Needs Improvement.** Needs Improvement shall be considered *Satisfactory*, except that the second Needs Improvement rating issued by the same employer within 10 years of the first final rating of Needs Improvement where the employee is in the same certification shall be considered *Unsatisfactory*.
- **Proficient.** This level is always considered *Satisfactory*.
- **Distinguished.** This level is always considered *Satisfactory*.

All entries must be in whole numbers. Fractional reporting is not allowed. If a Teacher teaches in more than one school, choose the school which you consider to be his or her primary assignment and only count that Teacher once.

The **Grand Total** of all the entries on Page 3 **must** equal your response to question 2.2 on Page 2.

The total of your entries in the “Not Rated” column **must** equal question 2.4 on Page 2.

# Teacher and Principal Evaluation Survey Instructions

**Confidentiality Note:** PDE realizes that an LEA or Charter School with a small number of teachers may have concerns about confidentiality. Please understand that PDE will only report Classroom Teacher data in an aggregate form that maintains the confidentiality of school's professionals.

Please review your answers carefully ensuring your numbers are accurate and that you have filled in a response for every school within your LEA or Charter School.

Figure D-1

The screenshot shows a spreadsheet interface for 'PDE Survey Systems Used To Evaluate the Performance of Teachers and Principals'. The current page is 'Page 3 Classroom Teacher Evaluation Details'. The main table is titled 'Classroom Teacher Evaluation Results by School'. It has columns for 'LEA School Name', 'Official School Number', 'Not Rated', and 'Rated'. The 'Rated' section is further divided into 'Level 1 Failing Unsatisfactory', 'Level 2 Needs Improvement Unsatisfactory/Satisfactory', 'Level 3 Proficient Satisfactory', and 'Level 4 Distinguished Satisfactory'. A 'Grand Total' column is on the right. A 'Totals' row is highlighted in grey with a red note: '(Grand Total Must Equal 2.2 On Page 2)'. The 'Not Rated' column has a '0' in the totals row. The 'Grand Total' column has a '0' in the totals row. The main data area is a yellow grid. Callout boxes provide instructions: 'School Names, and Numbers Will Be Pre-Populated Based On Your Answer To 1.1 On Page 1.' (pointing to the first two columns), 'Remember To Include "Not Rated" Data In This Column.' (pointing to the 'Not Rated' column), 'Input Appropriate Teacher Data In the Yellow Grid For Each School In Your LEA.' (pointing to the yellow grid), and 'All Totals Will Automatically Calculate As You Enter Data In The Yellow Grid.' (pointing to the 'Grand Total' column). The spreadsheet footer shows 'Page 3' selected among other pages.

# Teacher and Principal Evaluation Survey Instructions

Figure D-2

**PDE Survey**  
**Systems Used To Evaluate the Performance of Teachers and Principals**

**Page 3**  
**Classroom Teacher Evaluation Details**

[ Select Your LEA From The Dropdown
Version

Classroom Teacher Evaluation Results by School

LEA School Name	Official School Number	Not Rated	Rated				Grand Total	
			Level 1	Level 2		Level 3		Level 4
			Failing	Needs Improvement		Proficient		Distinguished
			Unsatisfactory	Unsatisfactory	Satisfactory	Satisfactory		Satisfactory
<b>Totals</b> <small>(Grand Total Must Equal 2.2 On Page 2)</small>		0	0	0	0	0	0	
3.22								
3.23								
3.24								
3.25								
3.26								
3.27								
3.28								

**End of Page 3**

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Enter Any Missing School Information At The Bottom Of Page 3.

Page 3

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2015-2016 Survey

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### E. Page 4 – Principal Evaluation Systems.

Page 4 begins the Principal portion of the survey and contains questions 4.1 – 4.17. The questions on this page are similar to those asked on Page 2 but in the context of your Principal Evaluation System.

If your LEA does not employ a Principal, select “No” from the question 4.1 drop-down menu and proceed to Page 6. Pages 6 and 7 address your non-teaching professional evaluation process.

All answers on this page will be provided in either a Yellow or Green box. Remember, that a Yellow box indicates you need to type in an answer and a Green box indicates that you will select your answer from the drop-down menu which you will access by “Selecting” the Green box and selecting the down arrow key. Salmon colored boxes include calculated or pre-populated answers.

Page 4 is divided into 2 Sections:

Section 1 – Overview

Section 2 – Section 2 – Process and Use of Evaluation Information ([Applies Only to Charter Schools!](#))

#### **Section 1 – Overview**

Section 1 asks general questions about your LEA or Charter School’s Principal Evaluation System. **If your LEA or Charter School employs a Principal, you must complete this section.**

Definitions that may help you with the questions in Section 1 are as follows:

**Principal** - The primary administrator and executive authority for a school building.

**Experienced Principal** – Someone who has served as a principal for 3 years or more.

**New Principal** – Someone who has served as a principal for less than 3 years.

**Performance Evaluation** – The annual review of a professional employee or semi-annual review of a temporary professional employee which utilizes a rating system required pursuant to 24 P.S. §11-1123 and a rating form set forth in 22 Pa. Code, Chapter 19 or an alternative rating form approved by the Department.

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**Student Achievement Outcomes** - Student performance on summative assessments, or on assessments predictive of student performance on summative assessments, in terms of absolute performance, gains, or growth; student grades; and rates at which students are on track to graduate from high school with a regular high school diploma.

**Student Growth Data** - The change in student achievement data for an individual student between two or more points in time. Growth may be measured by a variety of approaches, but any approach used must be statistically rigorous and based on student achievement data and may also include other measures of student learning in order to increase the construct validity and generalizability of the information.

**Question 4.1:** If your LEA does not employ a Principal select “No” from the drop-down menu and proceed to Page 6.

**Question 4.2:** If your institution does utilize a standardized principal evaluation system, indicated the method used from the options provided:

- PDE 82-2
- PDE Approved Alternative Form
- Locally Developed Form – Charter Schools Only

**Questions 4.3 – 4.5:** These questions request information on the numbers of principals who were or were not evaluated during the 2014-2015 school year and the reasons why some principals may not have been evaluated during the period: A few points to keep in mind:

- On page 4, all entries must be in whole numbers. However, fractional reporting on page 5 is permissible.
- The **Grand Total** of all the entries on Page 5 **must** equal your response to question 4.3 on Page 4.
- The total of your entries in the “**Not Rated**” column **must** equal question 4.5 on Page 4.
- Your response to question 4.4 **must** be less than or equal to your response to question 4.3.

**Questions 4.7 and 4.8:** How often does your LEA evaluate New and Experienced Principals? Select the appropriate answers from the drop-down menu.

## Teacher and Principal Evaluation Survey Instructions

### **Section 2: Process and Use of Evaluation Information (This Section Only Applies to Charter Schools!)**

**Questions 4.9 – 4.12:** These questions focus on the use of principal evaluations and ratings in making informed decisions relative to **Professional Development, Compensation, Promotions and Retention**. If you do not use evaluations as a basis for these decisions, in the space provided, please describe your criteria and processes for making these decisions and how these policies are implemented.

Definitions that may help you in this section are as follows:

- **Professional Development** - Skills and knowledge attained for both personal development and career advancement. Professional development encompasses all types of facilitated learning opportunities, ranging from college degrees to formal coursework, conferences and informal learning opportunities situated in practice. It has been described as intensive and collaborative, ideally incorporating an evaluative stage. There are a variety of approaches to professional development, including consultation, coaching, communities of practice, lesson study, mentoring, reflective supervision and technical assistance.
- **Compensation** - Wages, remuneration, etc.; can include benefit packages.
- **Career Ladder** - Promotional opportunities.
- **Principals' Employment** - Retention or removal/dismissal.
- **Performance Evaluation** - The annual review of a professional employee or semi-annual review of a temporary professional employee which utilizes a rating system required pursuant to 24 P.S. §11-1123 and a rating form set forth in 22 Pa. Code, Chapter 19 or an alternative rating form approved by the Department.
- **Promotion** - Advancement in position, status or pay.

## Teacher and Principal Evaluation Survey Instructions

The following examples may help in constructing your responses to questions 4.9 through 4.12:

**Example 1: How are the results of Principal evaluations used in making Professional Development decisions?:** Each principal in our charter school is given an individual professional development plan based on the results of their annual performance evaluation. For example, one of the criteria for the performance of principals is based on is the understanding of the standards-based systems theory and design and the ability to transfer that knowledge into direction for the staff. Two of our principals scored below basic in this area in 2014-2015. Therefore, their individual professional development plans for 2015-2016 included training on the Pennsylvania Leadership Standards and SAS.

**Example 2: How are the results of Principal evaluations used in making Compensation decisions?:** The Woebegone Charter School has adopted a semi-merit pay system in which they provide a base salary with possible bonuses for principals based on their yearly performance evaluation. Any principal scoring 80 or more points on the evaluation receives a bonus; bonuses gradually increase as do the performance evaluation scores with \$5000 the maximum bonus for 100 points.

**Example 3: How are the results of Principal evaluations used in making Career Ladder/Promotion decisions?:** The Horace Mann Charter School uses the results of principal performance evaluations to inform decisions about principal promotions because performance evaluations are always a factor when considering a principal for a promotion. In the event that two principals are vying for the same position and all other qualifications are deemed equal, we use evaluation scores to decide between applicants.

**Example 4: How are the results of Principal evaluations used in making Continuing Employment decisions?:** The goal of the XYZ Charter School is to improve the performance of principals. Principals receiving an ineffective rating will receive intensive professional development and a specific performance plan for the following year. A second ineffective rating will result in dismissal.

**Questions 4.13 and 4.14:** Does your Charter School use **Weighting Formula(s)** and/or **Rubric(s)** in your Principal Evaluation System? For example, a standard formula used by all evaluators that assigns specific weights or points to different evaluation criteria would be considered a **Weighting Formula**.

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If you answered “Yes” to question 4.13, then Question 4.14 requires you to enter a **Description** of the weighting formula or rubric used by your institution including the relevant research on which it is based. The following is an example that might be helpful:

**EXAMPLE:** The Utopia Charter School evaluates its principals annually using the Vanderbilt Assessment of Leadership in Education (VAL-ED). This assessment measures principals’ effectiveness using 360 degree feedback from teachers, supervisors, and the principals themselves. VAL-ED focuses on learning-centered leadership behaviors that influence teachers, staff and student achievement. VAL-ED has been field tested and proven to be a reliable and valid measure for evaluating learning-centered leadership. The results are interpreted against a set of performance standards ranging from “Below Basic” to “Distinguished.”

**Questions 4.15 and 4.16:** These questions ask if your Charter School uses the **School Performance Profile (SPP)**, **Student Achievement Outcomes** and/or **Student Growth Data** as an evaluation criterion for your principals. Use the drop-down menu to select “Yes” or “No.”

Definitions that may help you in this section are as follows:

- **Student Achievement Outcomes** - Student performance on summative assessments, or on assessments predictive of student performance on summative assessments, in terms of absolute performance, gains, or growth; student grades; and rates at which students are on track to graduate from high school with a regular high school diploma.
- **Student Growth Data** - The change in student achievement data for an individual student between two or more points in time. Growth may be measured by a variety of approaches, but any approach used must be statistically rigorous and based on student achievement data and may also include other measures of student learning in order to increase the construct validity and generalizability of the information.

**Question 4.17:** If your answer to question 4.15 or 4.16 is “Yes” then you need to address question 4.17 by providing a description of how SPP, Student Achievement Outcomes and/or Student Growth Data support your evaluation process.

## Teacher and Principal Evaluation Survey Instructions

**EXAMPLE:** Our charter school measures student achievement by comparing various student assessment scores in a principal's building (4sight scores, class grades and behavior assessments) at the beginning of the year to the same measures at the end of the year. These assessments count for 20% of a principal's evaluation.

### F. Page 5 – Principal Evaluation Detail.

On Page 5, all LEAs and Charter Schools are required to provide aggregate Principal evaluation rating numbers for each school in the LEA or Charter School.

**Page 5 must be completed by all LEAs and Charter Schools that have a principal position regardless of the form(s) used in the evaluation process.**

The Salmon colored boxes will be pre-populated with the schools identified in the Educational Names and Address System (EDNA) as being associated with your LEA or Charter School (Figure F-1).

If there are any pre-populated schools that are NOT a part of your LEA or Charter School please email the appropriate information to [RA-PDE-Evaluation@pa.gov](mailto:RA-PDE-Evaluation@pa.gov) .

Missing schools should have been added in the Yellow boxes at the bottom of page 3. The same information will also populate the bottom of page 5 and page 7.

Any changes should also be coordinated with your EdNA administrator.

## Teacher and Principal Evaluation Survey Instructions

On page 5, you need to provide the total number of “Not Rated” and “Rated” principals in each school in your LEA.

**Not Rated:** Provide the aggregate number of principals in each school who did not receive an official final rating for the 2015 - 2016 school year.

**Rated:** The “Rated” section on page 5 combines the reporting of the “Overall” and the “Final” rating numbers in one location. The “Rated” section is divided into 4 possible levels:

- **Failing.** This level is always considered *Unsatisfactory*.
- **Needs Improvement.** Needs Improvement shall be considered *Satisfactory*, except that the second Needs Improvement rating issued by the same employer within 10 years of the first final rating of Needs Improvement where the employee is in the same certification shall be considered *Unsatisfactory*.
- **Proficient.** This level is always considered *Satisfactory*.
- **Distinguished.** This level is always considered *Satisfactory*.

Entries may be in fractional numbers.

The **Grand Total** of all the entries on Page 5 **must** equal your response to question 4.3 on Page 4.

The total of your entries in the “**Not Rated**” column **must** equal question 4.5 on Page 4.

**Confidentiality Note:** PDE realizes that an LEA or Charter School with a small number of principals may have concerns about confidentiality. Please understand that PDE will only report Principal data in an aggregate form that maintains the confidentiality of school’s professionals.

Please review your answers carefully ensuring your numbers are accurate and that you have filled in a response for every school within your LEA or Charter School.

# Teacher and Principal Evaluation Survey Instructions

Figure F-1

**PDE Survey**  
Systems Used To Evaluate the Performance of Teachers and Principals

Page 5  
Principal Evaluation Details

[ Select Your LEA From The Dropdown Version

Principal Evaluation Results by School								
LEA School Name	Official School Number	Not Rated	Rated				Grand Total	
			Level 1	Level 2		Level 3		Level 4
			Failing	Needs Improvement		Proficient		Distinguished
			Unsatisfactory	Unsatisfactory	Satisfactory	Satisfactory		Satisfactory
Totals <i>(Grand Total Must Equal 4.3 On Page 4)</i>		0	0	0	0	0	0	
5.1								
5.2								
5.3								
5.4								
5.5								
5.6								
5.7								

Page 5 | Page 6 | Page 7 | Page 8 - Error Check | Page 9 - Completion Check List

School Names and Numbers Will Be Pre-Populated Based On Your Answer to 1.1 On Page 1.

Input Appropriate Principal Data In the Yellow Grid For Each School In Your LEA.

Remember To Include "Not Rated" Data In This Column.

All Totals Will Automatically Calculate As You Enter Data In The Yellow Grid.

Page 5

## Teacher and Principal Evaluation Survey Instructions

### G. Pages 6 & 7 – Non-Teaching Professional Evaluation System.

Pages 6 and 7 focus on the system used to evaluate your non-teaching professionals. We are not limiting the reporting requirement to just those LEAs/Charters Schools that used the PDE 82-3. All LEAs and Charter Schools that have non-teaching professionals need to complete these pages.

The format of the pages and the information requested is identical to that requested for classroom teachers on pages 3 and 4 of this year's survey. The only exception is question 6.1 on page 6. The options for this question are limited to:

- Form PDE 82-3
- PDE Approved Alternative Form
- Locally Developed Form

Please refer to the guidelines outlined for reporting classroom teacher information (Section s C & D) in this instruction for additional information.

For Page 7 reporting only : If a non-teaching professional's duties require them to work in multiple locations, you can use the first row on page 7 titled "District Wide (Non-School Specific) " to report their evaluation information.

### H. Page 8 – Error Check.

The information provided in this survey will be published on a publicly accessible Web Site. In order to insure that the information is as complete and accurate as possible, we tried to identify some of the more common mistakes that have been made in the past. This is not an all-inclusive list of possible errors. Keep in mind that error correction is a dynamic process. As you fix or change your responses new areas needing attention may be detected.

Each error detected is highlighted with a check mark in a Red box on the left hand side of the page. The specific error condition is outlined to the right of the check with reference to the Page and Question Number needing attention (Figure H-1). Carefully review all errors highlighted on Page 8 and make corrections where necessary. Each check mark will disappear and the box will turn Green as the error condition is eliminated.

# Teacher and Principal Evaluation Survey Instructions

Figure H-1

**PDE Survey**  
**Systems Used To Evaluate the Performance of Teachers and Principals**

Page 8  
**Error Check: Possible Erroneous or Missing Data**

[ Select Your LEA From The Dropdown Menu ] - 000000 Version

**Number of Areas That May Need Attention: 15**

The information provided in this Survey will be published on a publicly accessible Web Site. In order to insure that the information is as complete and accurate as possible, we tried to identify some of the more common mistakes LEAs have made in the past. This is not an all inclusive list of possible errors. Keep in mind that error correction is a dynamic process. As you fix or change your responses new areas needing attention may be detected.

If the banner above indicates that areas may need attention, please review the checked item(s) below. If there are no areas highlighted or you are satisfied with the responses provided, please save the Survey to your computer or local network and submit it (in an Excel format) to PDE, via email, at [RA-PDE-Evaluation@pa.gov](mailto:RA-PDE-Evaluation@pa.gov). Remember to include the Certification Statement in the body of your email. **Thank you for your input!**

**In order to insure your information is as complete and accurate as possible, please review the area(s) checked below.**

Section 1: General Information	
✓	G1 Missing Superintendent/Chief School Administrator Information (1.4 on Page 1).
✓	G2 Missing Contact Information (1.5 - 1.8 on Page 1).
Section 2: Classroom Teacher Information	
✓	T1 Missing Response to 2.1a, 2.1b, 2.1c, 2.1d or 2.1e on Page 2.
✓	T2 Missing Response to 2.2 and/or 2.3 on Page 2.
✓	T3 Number of Teachers Evaluated (2.3 on Page 2) is Greater Than the Number of Teachers Employed (2.2 on Page 2).
✓	T4 Missing Required Temporary Professional Employee Evaluation Period Data (2.6 on Page 2).
✓	T5 Missing Required Professional Employee Evaluation Period Data (2.7 on Page 2).
✓	T6 Number of Teachers Listed as Not Rated on Page 2 Does Not Agree With 2.4 on Page 2.

Page 1 Page 2 Page 3 Page 4 Page 5 Page 6 Page 7 **Page 8 - Error Check** Page 9 - Completion Check List

Number Of Open, Unresolved Errors. See Check Mark on the Left.

A Check Mark In A Red Box Indicates A Possible Erroneous Condition.

An Empty Green Box Indicates That No Error Was Detected.

Page 8

Error Location Reference.

Error Description.

## Teacher and Principal Evaluation Survey Instructions

### I. Page 9 – Completion Check List.

- Once you are satisfied with your responses, save the Survey to your computer or local network. If you are a **MAC** user and you are using Excel 2008 or higher, when saving your file, do a “Save As” and select the .xlsx file format. You should then be asked if it is ok to save without macros...answer Yes.
- Email the completed survey, **in an Excel Format**, to [RA-PDE-Evaluation@pa.gov](mailto:RA-PDE-Evaluation@pa.gov) . Please begin the Subject Line of your email with the name of your LEA/Charter School.
- Insure that the Superintendent or Chief School Administrator submits the Accuracy Certification Statement. This can be submitted along with the Survey or as a separate email.
- If you have any questions, please submit them to the email address outlined above.
- **See Completion Check List below (Figure I-1).**

**\*\*\* Thank You For Your Continued Cooperation And Assistance \*\*\***

# Teacher and Principal Evaluation Survey Instructions

Figure I-1

PDE Survey Systems Used To Evaluate the Performance of Teachers and Principals		
Page 9 Completion Check List		
For LEA Use Only - There Are No Entries Required On This Page		
Done?	Did You Remember to:	Notes
	Completely Answer All Questions?	
	Provide All Descriptive Information Where Required?	
	Review All Descriptive Information For Spelling and Grammar? -- <a href="#">PDE Will Not Proof Or Edit Your Responses.</a>	
	Check All Of Your Numerical Entries?	
	Review All Of The Errors Highlighted On "Error Check" Tab?	
	Save The Survey to Your Computer or Local Network? -- <a href="#">MAC users please see note on page 1 of the Instruction Manual.</a>	
	Email Your Completed Survey to <a href="mailto:RA-PDE-Evaluation@pa.gov">RA-PDE-Evaluation@pa.gov</a> -- <a href="#">Please Begin The Subject Line Of Your Email With Your LEA Name</a>	
	Email The Superintendent's/Chief School Administrator's Accuracy Certification Statement To <a href="mailto:RA-PDE-Evaluation@pa.gov">RA-PDE-Evaluation@pa.gov</a> -- <a href="#">Please Begin The Subject Line Of Your Email With Your LEA Name</a>	

End of Page 9

Page 1 Page 2 Page 3 Page 4 Page 5 Page 6 Page 7 Page 8 - Error Check **Page 9 - Completion Check List**

Page 9