Evaluator Training: Locally Created Training Review Rubric and Scoring Overview

The following rubric will be used to review evaluator training packages submitted by school districts/BOCES (or any other provider other than CDE) seeking approval of a locally created evaluator training program to satisfy the required evaluator training standards and elements in State Board rule (1 CCR 301-87, 5.3 (H)).

Each criteria will be scored on the following ratings: exceeds (3 points); meets (2 points); present and does not meet (1 point); absent (0 - no points).
An average from scores of all criteria (32) within all Training Standards (I-V) and all 16 Elements will determine the recommendation for approval - see score ranges and corresponding recommendations at the end of this rubric.

Each submission will be reviewed by members of the Educator Effectiveness Office, with the EE Regional Specialist for the district/BOCES taking the lead role in the review process. All submissions will be reviewed and will receive feedback and support for next steps in the implementation of their training program.

Required Standard/Element	Key Criteria and Design Features	Score		Notes
			exceeds=3 points, meets=2 points, present and does not meet=1 point, absent=0	
Training Standard I: **Evaluators will be able to identify the connection points within the evaluation cycle.**		**Score**		**Notes / Explanation of rating**
Element A: Evaluators understand the timing and purpose of the connection points within the evaluation cycle	Training defines the cycle of evaluation over the course of a school year, as distinct from evaluation as a one-time event.	select score:	# points	
	Training supports participants' opportunity to describe and explore how each connection point in the cycle builds on one another.	select score:	# points	
	Training supports participants' understanding how the connection points in the evaluation cycle lead toward an opportunity for a meaningful and valid final effectiveness rating.	select score:	# points	
Element B: Evaluators understand the observation and feedback cycle within the evaluation process.	Training provides opportunity for participants to explore and understand timing for observation and feedback within the evaluation cycle.	select score:	# points	
	Training provides opportunity for participants to explore their own practice providing observation and feedback within the evaluation cycle.	select score:	# points	
Element C: Evaluators can connect the evaluation cycle to their local evaluation system and influence on students' eductional experience.	Training clarifies specific local context in which participants will be engaging in evaluations, including and not limited to district/BOCES mission, vision, values, and any locally created tools/processes, local agreements and policies.	select score:	# points	
	Training makes connections between the evaluation cycle, the evaluation system used in the evaluator's local context, and influence on students' educational experience.	select score:	# points	
	Training specifies what rubrics are used within the local context, including where and when different rubrics are applicable for distinct educator roles.	select score:	# points	

exceeds=3 points, meets=2 points, present and does not meet=1 point, absent=0

Training Standard II: Evaluators will be able to apply observation and feedback best practices to their evaluation process.		Score		Notes / Explanation of rating
Element A: Evaluators understand best practices for observations and feedback.	Training identifies and describes best practices for effective observation and meaningful feedback within the context of educator evaluation.	select score:	# points	
	Training identifies multiple ways to collect evidence during an observation.	select score:	# points	
	Training identifies strategies for gathering observational evidence, including recording and organizing observation notes using the rubric.	select score:	# points	
	Training provides opportunities for participants to practice giving feedback based on the rubric and in support of educator growth.	select score:	# points	
Element B: Evaluators are aware of the educator Quality Standards and Elements for the educators' role(s) they are evaluating.	Training provides opportunities for participants to review rubric(s) used in their local setting as well as explore local priority Quality Standards and/or Elements.	select score:	# points	
	Training includes checks for understanding to ensure questions/common misconceptions are addressed related to the rubrics in use within the local context.	select score:	# points	
Element C: Evaluators understand the connection between observations, feedback, and educators' professional growth and development.	Training identifies and explores connections between observations and feedback with professional growth and development for the educator.	select score:	# points	
	Training provides opportunities for participants to understand how to apply their observational evidence and feedback conversations to the educator's professional growth and development (e.g., professional growth plan).	select score:	# points	

exceeds=3 points, meets=2 points, present and does not meet=1 point, absent=0

Training Standard III: Evaluators will be able to identify potential for bias in observations and data collection.		Score		Notes / Explanation of rating
Element A: Evaluators understand the types of observational bias.	Training identifies and explores most common biases that research demonstrate influence the evaluation process.	select score:	# points	
	Training provides opportunities for participants to reflect on how those biases appear in their own experience.	select score:	# points	
Element B: Evaluators understand how bias can influence observation, data collection, and the evaluation process.	Training provides opportunities for participants to reflect on their own biases and how those biases may influence their practice as an evaluator.	select score:	# points	
	Training provides opportunities for participants to identify concrete ways to mitigate the impact of bias within their practice as an evaluator.	select score:	# points	
	Training provides opportunity for participants to explore with other evaluators concrete ways to mitigate the influence of bias in their practice as an evaluator.	select score:	# points	
	Training identifies connections between bias within educator evaluations and implications on overall evaluation systems and local organizational systems.	select score:	# points	

Training Standard IV: Evaluators will obtain strategies for interpreting observation data and preparing for meaningful feedback and follow-up for educators.		Score		Notes / Explanation of rating
Element A: Evaluators understand strategies to differentiate observations.	Training identifies how to differentiate observations based on context and educator role.	select score:	# points	
	Training provides opportunities for participants to explore how to effectively apply differentiations when observing educators.	select score:	# points	
Element B: Evaluators understand the steps to create meaningful feedback based on observation data.	Training identifies and explores steps to create meaningful feedback based on observation data.	select score:	# points	
	Training invites participants to practice gathering evidence through observations (e.g., note taking) that is aligned with the applicable rubric(s) in their role as an evaluator.	select score:	# points	
	Training provides opportunties for participants to practice preparing feedback based on the evidence gathered through observation and aligned with the educator's rubric and goals.	select score:	# points	
Element C: Evaluators can identify strategies for supporting low-performing educators.	Training provides opportunities for participants to explore strategies and differentiate support plans for low-performing educators.	select score:	# points	

Training Standard V: Evaluators will be familiar with resources to support the evaluation process and educators' ongoing professional growth and development.		Score		Notes / Explanation of rating
Element A: Evaluators are aware of available options to share evaluation responsibilities and how to leverage those options in the evaluation process.	Training includes opportunity for participants to discuss strategies for how evaluators can share/delegate evaluation responsibilities.	select score:	# points	
	Training includes opportunity to discuss how evaluators can engage others in creating and implementing professional growth/development opportunities for educators.	select score:	# points	
Element B: Evaluators are aware of resources and supports for evaluators and the evaluation process.	Training includes available local (i.e., school/district/BOCES) and CDE resources to support evaluators.	select score:	# points	
	Training includes opportuntiy for participants to explore available resources and ask questions as needed.	select score:	# points	

Scoring recommendations:		Average Score:
Approved	The training program meets or exceeds the criteria for the required evaluator training standards and elements, and qualifies for approval as submitted.	2.0 - 3.0 = Approved*
Conditionally Approved	The training program meets or exceeds some of the criteria for the required evaluator training standards and elements, and qualifies for approval on the condition that the identified gaps are addressed prior to training implementation.	Conditionally 1.0 - 1.9 = Approved*
Not Approved	The training program does not meet the criteria for the required training standards and elements. Additional information is needed and possible re-submission prior to approval per input from EE Team.	0 - 0.9 = Not Approved

*approval dependent on no items identified as "absent" .

If any criteria is determined to be absent, approval for the training program is not possible until item is present, and ideally meets or exceeds the standard/criteria.