

Administrative Memo

Date: September 12, 2014
To: School Administrators
From: Paul Katnik, Assistant Commissioner, Office of Educator Quality
Subject: EQ-14-007 – Effective Evaluation Implementation Rubric

The [Essential Principles of Effective Evaluation](#) summarize critical research for developing and implementing an educator evaluation process that promotes continuous improvement. All public school districts/LEAs must align to six of the seven Essential Principles in the 2014-2015 school year. Alignment to the final principle, use of student growth measures in educator evaluation, is to be added in the 2015-2016 school year.

The Department of Elementary and Secondary Education has released a new tool to assist districts in determining the extent of alignment of their local educator evaluation process to the Essential Principles. This [Effective Evaluation Implementation Rubric](#) provides assistance to any district/LEA regardless of the particular evaluation model that has been adopted (i.e. district generated model, state model, NEE model, etc.).

The rubric provides an alignment rating by examining two types of data. The rubric analyzes policy data, which is information from policy documents, manuals, regulatory guidelines or other documents describing the districts/LEA's evaluation system. The rubric also analyzes practice data, which determines if the evaluation system is being implemented as intended and is gathered through the use of surveys given to district personnel.

The resources also provided to districts/LEAs include a brief, [comprehensive guidance document](#) for how to use the rubric, a [summary report](#) to identify important next steps for the district/LEA to increase alignment, and sample surveys for [teachers](#), [principals](#), [district administrators](#) and [mentors](#) to use in gathering important practice data.

The Department encourages all districts/LEAs to use these resources this year to accurately assess the extent of the alignment of their local evaluation process to the required six Essential Principles. Districts/LEAs should note that the Department is exploring ways to modify Core Data Screen 18a on Educator Evaluation to include information districts/LEAs can gather from the Effective Evaluation Implementation Rubric.