

CHANGES TO THE APPR HANDBOOK FOR THE 2020-2021 SCHOOL YEAR

Statement from the APPR Committee regarding the changes this year.

We believe that there is no greater professional development opportunity than for educators to specifically discuss their teaching and learning with each other. That being said, it is not lost on any member of this committee the difficulties that all educators and learners have endured throughout this unprecedented time in education. We are also all aware of the high stakes that APPR evaluations hold for our teachers both through state regulations and in the pride they take in their work.

As such we have endeavored to make changes that have taken into account the struggles our teachers have encountered while instructing under circumstances that none of us could have envisioned. We are also aware of how much extra time and effort is needed to make these adjustments.

That is why we have chosen to

- Allow our untenured teachers to show their understanding of how best to engage, question, and hold students to high expectations, (indicators 3.1B, 3.2B, and 3.3B) outside their classroom observation. These same indicators will also not be required this year for our tenured teachers in good standing.
- Lessen the amount of time needed to prepare for these observations by moving to:
 - just one formal, one unannounced informal observation, and one announced informal observation for our untenured teachers
 - just one unannounced observation for our tenured teachers in good standing.

All other aspects of the APPR Handbook remain in place unless they are noted on the following pages.

Changes for Probationary Teachers pages 1-2

Changes for Tenured Teachers in Good Standing page 3

Changes for all other tenured teacher pages 4-5

Teacher Observation Category for Probationary Teachers

A Probationary Teacher's Observation category will include one Formal Observation, One Unannounced Informal Observation, and one Announced Informal Observation.

Timelines for Observations

Probationary Teachers scheduled to receive tenure by November 15, 2021

- The Formal Completed by March 5th
- The Unannounced Informal by March 29th
- The Announced Informal by April 26th

All Other Probationary Teachers:

- The Formal Completed by March 26th
- The Unannounced Informal by April 23rd
- The Announced Informal by May 21st

- Formal Observations for teachers who have not been evaluated under the Schenectady City School District should not take place until they go through a training on our APPR process.
- Informal Observations should not take place until 15 days after the last post conference.
- Post Conferences must take place after all three observations and are not complete until scoring is completed.
- A Pre-Conference for the Announced Informal does not need to be scheduled if both agree.

Scheduling The Formal:

By February 12th, Teachers and Administrators should have worked together to collaboratively schedule the Pre Conference, Observation and Post Conference for the Formal Observation following these timelines:

- Pre-Observation must take place within 5 school days before the observation.
- Post Observation must take place within 5 school days after the observation.

****Administrators should focus on teachers up for tenure by November 15th, with the hopes of having them scheduled by February 5th.***

Formal Observations and Post Conference for the 2020-2021 School Year

Evidence for the following indicators will not just be scored during the observation but can be supplemented with additional information during the post conference:

- Student engagements 3.1B
- Questioning: 3.2B
- High Expectations 3.3B

Guiding Questions for the above Indicators during the post conference.

1. What actions have you made in this new model to address Student Engagement, Questioning and holding Students to High Expectations?
2. What would you have done differently if you were in a regular classroom setting regarding Student Engagement, Questioning and holding Students to High Expectations?

- Administrators will inform teachers if they feel there is a need for additional evidence for any of these three indicators
- Teachers will receive at minimum an effective score on these indicators unless they are unable to discuss them using the guiding questions.

Informal Observations:

Included in the 4 collaboratively selected indicators for each informal observation must be one dealing with objectives and one dealing with assessment and or feedback.

- The 4 indicators for the Unannounced Informal are selected in the post conference for the Formal Observation
- The 4 indicators for the Announced Informal are selected in the post conference of the Unannounced Informal Observation.

Teacher Observation Final Rating

Between the three observations a teacher will have a total of 22 indicators scored that will be averaged for a final score.

Teacher Observation Category for Tenured Teachers

All tenured teachers who were not on a Teacher Improvement Plan prior to January 4, 2021 will have one Unannounced Informal Observation

Timelines for Observations

Administrators can begin opening the window via e-mail on 2/1/21, making the first day of observations 2/8/21.

All observations should be completed by 5/21/21, making 5/3/21 the last day an administrator can open a window.

Selecting Indicators:

Within 3 school days of receiving the administrator's e-mail, which opens the window, teachers need to respond with the 2 indicators they are choosing.

-One Indicator must be either

-2.4A - Objectives Aligned to Standards or

-3.1A - Aligns instruction to standards

-The other indicator must be either:

-3.6A - Uses formative assessment to monitor and adjust pacing or

-3.6B - Provides feedback during and after instruction or

-5.3A - Accesses, analyzes and interprets assessment

You can only select one unobservable indicator so you cannot select 2.4A and 5.3A

-If selecting 2.4A or 5.3A, teachers must provide evidence using the specific areas of the APPR lesson plan and pre-observation form by the end of the next school day and also must select an observable indicator as the second because one of the two must be observable

Teacher Observation Final Rating

- Teachers will have a total of 2 indicators scored that will be averaged for a final score.

Tenured teachers who are on a Teacher Improvement Plan will complete both a formal observation and an unannounced observation.

Timelines for Formal Observation

By February 5th, Teachers and Administrators should have worked together to collaboratively scheduled the pre-conference, observation and post conference for the Formal Observation following these timelines:

- Pre-Observation must take place within 5 school days before the observation.
- Post Observation must take place within 5 school days after the observation.

Last Day for a formal observation is 5/21/21

Formal Observations and Post Conference for the 2020-2021 School Year

Evidence for the following indicators will not just be scored during the observation but can be supplemented with additional information during the post conference.

- Student engagements 3.1B
- Questioning: 3.2B
- High Expectations 3.3B

Guiding Questions for the above Indicators during the post conference.

- What actions have you made in this new model to work on Student Engagement, Questioning and holding students to High Expectations?
- What would you have done differently if you were in a regular classroom setting regarding Student Engagement, Questioning and High Expectations?

- Administrators will inform teachers if they feel there is a need for additional evidence for any of these three indicators
- Teachers will receive at minimum an effective score on these indicators unless they are unable to discuss them using the guiding questions.

Timeline for Unannounced Informal Observation

Administrators can begin opening the window via e-mail on 2/1/21 making the first day of observations 2/8/21.

All observations should be completed by 5/21/21 making May 3rd the last day an administrator can open a window.

Selecting Indicators:

Within 3 school days of receiving the administrator's e-mail, which opens the window, teachers need to respond with the 2 indicators they are choosing.

-One Indicator must be either

- 2.4A Objectives Aligned to Standards or
- 3.1A Aligns instruction to standards

-The other indicator must be either:

- 3.6A Uses formative assessment to monitor and adjust pacing or
- 3.6B Provides feedback during and after instruction or
- 5.3A Accesses, analyzes and interprets assessment

You can only select one unobservable indicator so you cannot select 2.4A and 5.3A

-If selecting 2.4A or 5.3A, teachers must provide evidence using the specific areas of the APPR lesson plan and pre-observation form by the end of the next school day and also must select an observable indicator as the second because one of the two must be observable