

*Human Resources Department*

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**Memo**

**To:** 2011-12 Licensed Evaluation Pilot Schools/Departments

**Subject:** Licensed Evaluation Pilot Update

**Date:**  October 5, 2011

Thank you again for piloting the Licensed School Professional Evaluation instrument for the 2011/12 school year. The LPET Committee has made final revisions to the evaluation instrument so please take a few minutes to review the attached forms and documents.

All of the licensed forms and documents are available on the Intranet. The following fillable forms are located on the Intranet > Forms > Human Resources:

* Licensed Evaluation Pilot - Draft TSDPET
* Licensed Evaluation Pilot – Goal 3
* Licensed Evaluation Pilot – Self Reflection
* Licensed Evaluation Pilot – Admin Summative

The following documents are located on the Intranet > Documents > Human Resources:

* Licensed Evaluation Pilot – CO Teacher Quality Standards
* Licensed Evaluation Pilot – PowerPoint Presentation
* Licensed Evaluation Pilot – Time Line

Please review the attached timeline and expectations for the piloted evaluation process. At this point you should be meeting with your licensed staff (both probationary and non-probationary) to review the evaluation tool, review the self-reflection tool, and have each license staff complete the goal setting worksheet. As a reminder, all probationary and temporary staff must receive at least two documented formal observations. Non-probationary staff must receive one documented formal observation. You will turn in the final evaluation forms including goals and self-reflections to HR by April 10, 2012 for probationary and temporary staff; and by May 10, 2012 for non-probationary staff. HR does not need to receive any of the artifacts that were used to demonstrate effectiveness for each standard. Please verify that all appropriate dates are filled in and the final evaluation form has been signed by both the evaluator and evaluatee. In order to save some space and paper, please print the final evaluation form on both sides before signatures are obtained.

There is no formal training session scheduled for the piloted tool. However, the principals that were part of the pilot last year are very willing to act as resources if you have any questions on the tool or the process. Pilot elementary schools/early childhood can contact either Rhonda Richer or Dave Patterson; pilot middle schools can contact Bill Siebers; and pilot high schools can contact Mark Johnson. Both Sheila Pottorff and Laurie Shearer are also available to answer questions on the tool and process.

CDE has a wealth of additional information/resources on Teacher Effectiveness on the follow websites:

<http://www.cde.state.co.us/EducatorEffectiveness/index.asp>

<http://connect.cboces.org/p8nxmfqsogj/?launcher=false&fcsContent=true&pbMode=normal>

Please let me know if HR can provide you with any additional assistance with your implementation of the Licensed School Professional Evaluation instrument.