

**Teacher and Leader Evaluations (TLE)**  
**Frequently Asked Questions**  
**August 2012**

**1. Q: Are administrators required to pass a certification test before they can evaluate teachers?**

A: Yes. Each administrator must pass both a written examination as well as an inter-rater reliability (IRR) examination. Passage of both examinations qualifies an administrator to be preliminarily certified to evaluate teachers. This certification will be valid for two years.

**2. Q: What happens when my preliminary certification expires?**

A: Each administrator will be re-evaluated two years after the preliminary certification.

**3. Q: How will I know if I am certified to be an evaluator?**

A: Each framework training provider will notify administrators if they have passed both examinations. At this point, this notification will qualify as evidence that an administrator is qualified to evaluate teachers. The Oklahoma State Department of Education is in the process of adding a feature to the teacher certification system that will automatically provide notification, as well as a printable certificate, to administrators regarding evaluation certification.

**4. Q: What happens if I fail my certification test?**

A: If an administrator fails either portion of the certification assessment, they should consult with their supervising administrator regarding retake procedures. Supervising administrators should consult with the framework trainers regarding the re-take procedures including cost, suggested areas of study, and testing schedule.

**5. Q. Do administrators still need Minimum Criteria Training?**

A: It depends on the way in which the district is structuring the Qualitative Pilot Year. If a district has completely adopted the TLE and has made the necessary changes to its policies, then there is no need to use the Minimum Criteria nor receive training on the Minimum Criteria. If however, a district has not fully adopted TLE, Minimum Criteria Standards must be used. Please keep in mind, SB 2033 requires all districts to fully adopt TLE by the 2013-2014 school year.

**6. Q: How were the TLE funds allocated?**

A: The TLE funding allocations were calculated using the information provided by districts in the TLE Selection Survey. Each district indicated the number of administrators in need of

teacher evaluation training as well as leader evaluation training. Districts received \$400 per administrator for teacher evaluation training and \$225 per administrator for leader evaluation training.

**7. Q: How will feedback regarding the TLE Pilot Year be collected and used?**

A: The Oklahoma State Department of Education will collect feedback regarding a number of aspects surrounding TLE. This information will be gathered via surveys, videoconferencing, in-person presentations, and emails from the field. This information will be shared with the TLE Commission, the State Board of Education, as well as the framework developers. Please email comments to [OklahomaTLE@sde.ok.gov](mailto:OklahomaTLE@sde.ok.gov).

**8. Q: How many observations are required under TLE?**

A: It is important to distinguish between an observation and an evaluation. Simply stated, an *observation* is when an administrator observes activities within an educational setting. Ideally, this should happen as often as possible. Specifically, the Tulsa Framework requires a minimum of two (2) observations. The Marzano Teacher Evaluation Model recommends an observation schedule that captures the three main types of lessons (Introducing, Practicing and Deepening, and Generating and Testing Hypothesis). These observations can be conducted through a combination of formal (scheduled) or informal (unscheduled) means.

An *evaluation* is the combination of the current year's observations and quantitative analysis of student achievement, assess an educator's effectiveness. Career teachers must be evaluated once per year, and probationary teachers must be evaluated twice per year in accordance with dates in state law.

**9. Q: Will districts still differentiate between probationary and career teachers?**

A: Yes, Probationary teachers will be *evaluated* (not observed) two times per year once prior to November 15<sup>th</sup> and once prior to February 10<sup>th</sup>. These evaluations may require multiple observations. Career teachers must be *evaluated* (not observed) one time per year. These evaluations may also require multiple observations.

**10. Q: What will my evaluation consist of?**

A: During the 2012-2013 Qualitative Pilot Year, educators will receive evaluations based on the qualitative framework selected by their district. In the future, an educator's overall evaluation will be based on the qualitative framework (50%), student growth (35%), and Other Academic Measures (15%).

**11. Q: Who will conduct teacher observations?**

A: Typically, a building principal or assistant principal will conduct teacher observations. A district may also choose to utilize other administrative personnel. For example, a Special Education Director may conduct the observations for special education teachers.

**12. Q: Who will conduct leader observations?**

A: This will depend on the organizational structure of the district. Typically, a principal will evaluate an assistant principal, a director will evaluate a principal, and the superintendent will evaluate the director.

**13. Q: Will a superintendent be evaluated under TLE?**

A: No. Currently, all district superintendents are evaluated by their local school boards.

**14. Q: Will librarians, counselors, and nurses also be evaluated?**

A: Yes. A teacher is defined as a “duly certified or licensed person who is employed to serve as a counselor, librarian or school nurse or in any instructional capacity.” (70-6-101.3) Therefore, counselors, librarians, and school nurses, will be evaluated under TLE. Rubrics for each Framework have been modified to reflect the specific responsibilities of each non-classroom educator. These rubrics and supporting documents can be found at <http://ok.gov/sde/oklahoma-teacher-leader-effectiveness-tle>

**15. Q: When will decisions be made regarding the Quantitative portion of TLE?**

A: Statute requires these decisions to undertake a collaborative decision-making process. First, the TLE Commission reviews the latest research regarding Value-Added Models as well as options for Other Academic Measures and student growth measures for teachers of non-tested grades and subjects. Then, the TLE Commission makes recommendations to the State Board of Education. The State Board of Education will make final determinations based on the recommendations. At that point, the State Department of Education will take these final determinations and begin the implementation process.