Principal and Teacher Evaluation Data Collection Manual

For the 2023-24 School Year

OREGON DEPARTMENT OF EDUCATION

SALEM, OREGON

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General Information

Introduction

The 2009-2010 School Year was the first year summative evaluation data was collected in Oregon. As part of the 2012 No Child Left Behind (NCLB) Waiver requirements the Oregon Department of Education (ODE) was required to monitor local educational agencies (LEAs) program compliance with the implementation educator evaluations and report this data to the U.S. Department of Education. The waiver expired with the reauthorization of the Elementary and Secondary Education Act (ESEA) under the Every Student Succeeds Act (ESSA) in 2015. Currently the Principal and Teacher Evaluation Data Collection is used as the measure for assessing the extent to which focal students are taught at disproportionate rates by "inexperienced, ineffective or out of field teachers" as outlined in Oregon's State ESSA Plan.

LEAs are required to report data at the school level for teachers at the district level for principals, including charter school data. The Principal and Teacher Evaluation Data Collection is always reported for the **previous school year**. All teachers and principals must be reflected in the data submission. LEAs must submit this report by accessing the collection through the ODE District Secure Website.

Definitions

Teacher[1] means any person who holds a teaching license or registration[2] through the Oregon Teacher Standards Practices Commission (TSPC) or who is otherwise authorized to teach in the public schools of this state **and** who is employed as an instructor at .5 FTE and at least 135 consecutive days of the school year[3].

Instructor includes those individuals whose work meets the definition used in ORS 342.120 "Instruction includes direction of learning in class, in small groups, in individual situations, in the library and in guidance and counseling, but does not include the provision of related services, as defined in ORS 343.035(15), to a child identified as a child with a disability pursuant to ORS 343.146 when provided in accordance with ORS 343.041-343.065 and 343.221."

Instruction does include provision of specially designed instruction (special education) provided in accordance with 343.035(18). Special education includes instruction that may be conducted in the classroom, home, hospital, institution, special school or another setting. It may involve physical education services, speech-language services, or support designed to meet the unique needs of a child experiencing disability.

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[1] ORS 342.815

[2] ORS 342.125 & 342.144

[3] ORS 342.840

Who and what should be reported?

WHO to report: All teachers and principals employed by the district during the reporting period should be included in this submission. **All** educators must be accounted for, even those that did not receive a summative evaluation.

WHAT to report: LEAs report the total number of principals or teachers who received a summative score in each level of the evaluation system in the year being reported, as well as the number of educators who did not receive a summative evaluation.

HOW to report:[4] All data must be entered under the **district** login, including district-sponsored charter schools; **no data is entered at the school level.**

1. **Create a record.**
   - To report teachers, create one record for each school in the district, **including district-sponsored charter schools.**

   - To report principals, create one record for the district in which all principals are reported. **Principals are not reported at the school level.**

2. **Name the evaluation levels.**
   - District evaluation systems must reflect four levels of summative performance rankings, but districts have autonomy in naming these fields. **Level one** (1) should always indicate the **lowest** score possible, while **level four (4)** should indicate the **highest** score possible.
     - *Example: 1-Ineffective, 2-Developing, 3-Effective, and 4-Highly Effective*

3. **Enter the number of teachers or principals who received each level score on their evaluation.**
   - *Example: Of the 100 teachers teaching at ABC Elementary this year five received a 1 (Ineffective), five received a 2 (Developing), 35 received a 3 (Effective), five received a 4 (Highly Effective) and 50 did not receive a summative evaluation. In this scenario, place:*
     - *5 in Level One count*
     - *5 in Level Two count*
     - *35 in Level Three count, and*
     - *5 in Level Four count.*

4. **Enter the number of teachers or principals who did NOT receive a summative evaluation in the "educators not ranked" field.** All teachers and principals should be accounted for in the submission, even those that did not receive a summative evaluation.

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[4] See the "Step by Step Reporting" section of this manual for specific directions on submitting this collection.

ODE Staff and Responsibility List

Data Collection Owner	**Sarah Martin**	**(971) 208-0333**	**sarah.martin@ode.oregon.gov**
Technical Assistance	**ODE Helpdesk**	**(503) 947-5715**	**ode.helpdesk@ode.oregon.gov**

Reporting Calendar

The reporting dates for the **2023-24 Principal and Teacher Evaluation Data Collection** are as follows:

Collection Event	Date(s)	Collection Location
2023-24 Principal and Teacher Evaluation Collection	**September 19, 2024 at 1 pm- November 15, 2024 at 11:59 pm**	**Consolidated Collections**

Principal and Teacher Evaluation Reporting Overview

The data collection process for Principal and Teacher Evaluation Data Collection is as follows: the collection window is in the fall, and is required. Data is reported from the **previous school year**. All data must be submitted by the end of that collection window so that the ODE can verify that all data is accurate.

> **There is an expectation that all data submitted is accurate. ODE will include data in federal or state reports, as well as in media requests and other requests submitted under the Freedom of Information Act.**

Principal and Teacher Evaluation Collection Listserv

There is an optional listserv that is used to communicate with Principal and Teacher Evaluation data submitters and Human Resources staff. You can subscribe directly to this listserv (Titled PTEDCI) through the Oregon Department of Education Updates webpage.

Documents and Training Materials

All documents and training materials for the Principal and Teacher Evaluation Data Collection are posted on the Principal and Teacher Evaluation Collection page, accessible from the District Site. A slide deck of the training will be made available before the collection opens.

- Principal and Teacher Evaluation Data Manual 2023-24
- Principal and Teacher Evaluation Data Collection Training Slide Deck
- Principal and Teacher Evaluation Data Collection Video Tutorial

Laws and Rules

Elementary and Secondary Education Act   ESEA Rev 2015
Every Student Succeeds Act State Plan   Oregon State Plan
Oregon Department of Education   OAR 581

Additional Resources

- [Oregon Framework for Teacher and Principal Evaluation and Support](#)

- [Principal and Teacher Evaluation Collection Listserv](#)

- [Locate District Security Administrator](#)

Principal and Teacher Evaluation Collection Data Elements

Data Element	Data Element Description
District Institution Identifier	ODE Institution Identification number for the ESD or District for which the evaluation of teachers and principals are being reported. Institution ID numbers can be found at: http://www.ode.state.or.us/instid.
School Institution Identifier	ODE Institution Identifier for the school where the teacher summative evaluation scores are being reported. Institution ID numbers can be found at: http://www.ode.state.or.us/instid.
Educator Type Code	Code indicating the type of educator that is being reported.
Total Educator Count	Total count of specified educators (teachers or principals).
Levels of Evaluation	The total number of levels used in district evaluation system for assigning educator performance ratings.
Level One Name	Name of Level One used in the district evaluation system for assigning educator performance ratings.
Level One Count	Count of educators assigned to Level One in the district evaluation system.
Level Two Name	Name of Level Two used in the district evaluation system for assigning educator performance ratings.
Level Two Count	Count of educators assigned to Level Two in the district evaluation system.
Level Three Name	Name of Level Three used in the district evaluation system for assigning educator performance ratings.
Level Three Count	Count of educators assigned to Level Three in the district evaluation system.
Level Four Name	Name of Level Four used in the district evaluation system for assigning educator performance ratings.
Level Four Count	Count of educators assigned to Level Four in the district evaluation system.
Educators Not Ranked Count	Count of educators who did not receive a summative evaluation score in the district evaluation system.

Frequently Asked Questions

1. **I don't see the Consolidated Collections or I can't get into the District Site. Now what?** You will need to check with your district security administrator (SA). Not sure who that is? Check out the information on the [Search for SA](#) page.

2. **I have never submitted to this collection before. How can I see what was submitted by my district last year?** Once you login to the consolidated collections, click on the "Report" tab under the blue menu bar. From the "Collections" column choose Principal and Teacher Evaluations, under "Report Year" select the year you wish to view and finally choose "Production Download" from the Report column. An Excel spreadsheet with the data will be sent to you through email.

3. **Can I have the individual schools input their data?** No, this is a district level collection. All data should be entered under the district.

4. **Should pull-out teachers for math, reading, speech therapists, etc. be reported?** Anyone who meets the definition of teacher listed on p.4 (i.e.; licensed or registered by TSPC and who works at least half-time as an "instructor") should be included in the collection as a teacher.

5. **What about licensed staff based out of the district office who serve all schools K-12. Do we include these and if so where?** No. This collection is for principals and teachers who meet the definitions outlined in statute. However, this does not suggest that other licensed certified staff should not receive feedback on professional practice.

6. **What if a teacher works in more than one school?** If a teacher works in more than one school, count that individual only once at one school. Teachers who work in more than one school should be associated with either the school where they are evaluated, or the school in which they spend the majority of their time.

7. **Are we required to submit data for our charter schools?** Yes, if your district is the charter sponsor, you will need to include it. HB 2186, which was passed in the 2015 Legislative Session, requires charter schools to develop and implement evaluation systems aligned to the Oregon Framework for Teacher and Administrator Evaluation and Support Systems. Charter school evaluation systems must be fully implemented as of 2016-17. Information is available on the [Educator Effectiveness Toolkit - Charter Schools](#) webpage.

   If the district does not evaluate charter school staff, please reach out to the charter school to collect this data.

8. **Are Assistant Principals reported as Principals?** No.

9. **Where do I document the principal evaluation for a charter school?** The principal is reported at the district level. You will need to contact the district personnel responsible for this collection and request the data be entered.

10. **Our principal quit mid-year and we did not fill the position for the rest of the year. The elementary school had an assistant principal who remained an assistant principal. How do I report this?** You would enter the principal position as an Educator not Ranked. Do not report the assistant principal.

11. **Our school is very small and has a superintendent, but no principal. What do I report?** In this case, a record should be completed for the district, but zeros (0) should be placed in all the educator fields.

12. **One of the schools on our list has closed. What do I report?** If the school was in operation for the year the data is being reported, create a record for that school. If the school was not in operation for the year the data was reported, complete and submit to ODE an [institution request form](#) to have the school removed from the district list.

13. **Is there a final step required to verify the data has been submitted?** No. Clicking SAVE for each record automatically uploads the data to ODE. Once the district has completed and saved a record for each school (teachers) and a record for the district (principals) the submission is complete.

14. **Where can I find information on the Evaluation and Support Systems?** On the [Educator Effectiveness - FAQ & Guidance](#) page.

Step-by-Step Reporting

Submitting the Data:

1. **The application is located at the** ODE District Website**:**

2. Click the **Consolidate Collections** link from the list of available applications.

3. Once in Consolidated Collections:
   - Mouse over Institution Collections
   - Mouse over Principal and Teacher Evaluations
   - Click **Submission/Maintenance**

4. Click the Add a New Record button to add a new record.

5. Use the fields below to enter the data. Descriptions of these fields can be found on the following page.

6. Once all the fields have been completed, click SAVE. This uploads the data to ODE. No further action is needed to submit the data.

Data Fields:

- **School Institution Identifier** - This is a school level report for teachers and a district level report for principals. For each school, a record must be created for teachers. For the district, one record must be created for principals.
     Example: From the drop down menu, choose ABC Elementary.

- **Educator Type Code** – All teachers and principals employed by the district during the reporting period should be included in this submission. Choose from the drop down menu which data you will be submitting for the school.
     Example: Teacher

- **Total Educator Count –** This field should reflect the total number of teachers in that particular school or the total number of principals in the district.
     Example: 100 teachers are teaching at ABC Elementary School. Enter 100.

- **Levels of Evaluation** – This field must reflect four levels of evaluation as required by OAR 581-022-2410.
     Example: Enter the number 4 in the "Levels of Evaluation" field.

- **Level Name** – Districts may name these fields. **Level one** (1) should always indicate the **lowest** score possible, while **level four (4)** should indicate the **highest** score possible.
     Example: 1-Ineffective, 2-Developing, 3-Effective, and 4-Highly Effective

Enter the number of teachers or principals who received each level score on their summative evaluation.

Example: Of the 100 teachers teaching at ABC Elementary 5 received a 1 (Ineffective), 5 received a 2 (Developing), 35 received a 3 (Effective), and 5 received a 4 (Highly Effective). In this scenario you would place:

   - *a 5 in Level One count,*
   - *a 5 in Level Two count,*
   - *a 50 in Level Three count, and*
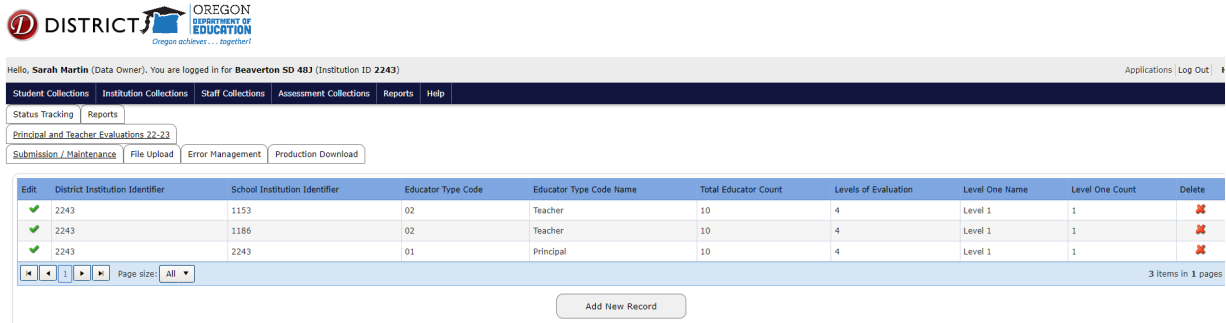   - *a 5 in Level Four count.*

- **Educators Not Ranked** – Enter the number of educators that did not receive a summative performance ranking.
     Example: For this scenario of the 100 teachers at ABC Elementary, 50 teachers were not evaluated. You would enter the number 50 in this field. (The numbers entered in the level counts plus the number entered in the "Educator Not Ranked" field should equal the number in the total "Educator Count" field.)

Correcting Data

Click the Green check mark icon ✅ to edit a record. This will allow you to make changes to an existing record.

Click the Red X icon ❌ to delete the rows you have selected (☑).

Downloading Data

It is important to download your data after you have finished submitting to the collection, so that you have a record of the data for your own use and for verification that the data made it into the collection.

There are two ways to download your data. When the Principal and Teacher Evaluation Collection is open, log in to the district webpage and request a production download through the Principal and Teacher Evaluation Collection. If the Principal and Teacher Evaluation Collection is closed, you will need to log in to the district webpage, and in **Consolidated Collections**, request production download under the **Reports** tab.

Principal and Teacher Data Collection Yearly Checklist (2023-24):

Spring:		
☐	May 2024	Reach out to district sponsored charter schools to get their data
☐	June 2024	Ensure teacher evaluation data is entered into district reporting system
Summer:		
☐	August 2024	View prerecorded Principal and Teacher Evaluation webinar
☐	September 2024	Review Evaluation Collection User Guide
Fall:		
☐	September 2024	Check with the district Security Administrator to ensure you have access to the collection
☐	September 19, 2024 - November 15, 2024	Submit to the Principal and Teacher Evaluation collection