



## **Guidance on Professional Employee Evaluation for the 2019-2020 Academic Year**

During COVID-19 school closures, local education agencies (LEAs) continue to have a responsibility, under Act 82 of 2012 (Act 82), to complete professional employee evaluations for the 2019-2020 school year. However, for the 2019-2020 school year, Secretary Rivera has waived the requirement for LEAs to include performance data otherwise required [under section 1123\(b\)\(1\)\(ii\)](#) for a professional employee's performance rating under section 1123.

This document is intended to provide LEA leaders with guidance and resources as they complete professional employee evaluations for the 2019-2020 school year. It is the responsibility of each LEA to ensure no professional employee is restricted from receiving a completed evaluation that is inconsistent with legal requirements due to the current circumstances.

Each LEA should review its current local policies, procedures and collective bargaining agreements (CBAs) in implementing provisions of Act 82, Act 13, and this guidance.

Act 82 defines LEAs as school districts, comprehensive career and technical centers (CTC), and intermediate units. Charter schools are strongly encouraged to follow this guidance to ensure all professional employees receive an end-of-year evaluation.

### **Classroom Teachers**

Under Act 82, the evaluation of professionals and temporary professional employees with instructional certificates serving as classroom teachers, and providing direct instruction to students, includes the following considerations:

- Classroom Observation – 50 percent of the overall rating in each of the following areas: Planning and preparation; Classroom environment; Instruction; and Professional responsibilities.
- Student Performance – 50 percent of the classroom teacher's overall rating based upon the following areas:
  - Building-Level Data (15 percent)
  - Teacher Specific Data (15 percent)
  - Elective Data (20 percent)

For the 2019-2020 school year, classroom teacher evaluations shall be based solely (100 percent) on the classroom observation and practice, including each of the following areas:

- Planning and preparation (20 percent)
- Classroom environment (30 percent)
- Instruction (30 percent)
- Professional responsibilities (20 percent)

Using the PDE 82.1 Rating Form for Classroom Teaching Professionals, the following Classroom Observation and Practice components remain in effect for the 2019-2020 school year:

**(A) Classroom Teacher Observation and Practice**

Domain	Title	*Rating* (A)	Factor (B)	Earned Points (A x B)	Max Points
I.	Planning & Preparation		20%		0.60
II.	Classroom Environment		30%		0.90
III.	Instruction		30%		0.90
IV.	Professional Responsibilities		20%		0.60
(1) Classroom Teacher Observation and Practice Rating					3.00

*Domain Rating Assignment* 0 to 3 Point Scale (A)	
Rating	Value
Failing	0
Needs Improvement	1
Proficient	2
Distinguished	3

The final rating of Satisfactory or Unsatisfactory will be based solely on the results of the outcome of Classroom Observation and Practice. A performance rating of Distinguished, Proficient, or Needs Improvement shall be considered satisfactory, except that the second Needs Improvement rating issued by the same employer within 10 years of the first final rating of Needs Improvement where the employee is in the same certification shall be considered unsatisfactory. A rating of Failing shall be considered unsatisfactory. The Act 82.1 Rating tool will be updated to calculate overall teacher evaluation results will be made available on the [COVID-19 section of PDE’s Educator Effectiveness webpage](#).

## Non-Teaching Professionals

Under Act 82, the evaluation of the effectiveness of professionals and temporary professional employees serving as non-teaching professional employees includes the following considerations:

- Classroom Observation – 80 percent of the overall rating in each of the following areas: Planning and preparation; Educational environment; Delivery of service; and Professional development.
- Student Performance – 20 percent of the non-teaching professional employee overall rating based upon the Building-Level Score.

For the 2019-2020 school year, non-teaching professional evaluations will be based solely on classroom observation and practice, including each of the following areas:

- Planning and preparation (25 percent)
- Educational environment (25 percent)
- Delivery of service (25 percent)
- Professional development (25 percent)

Using the PDE 82.3 Rating Form for non-teaching professional, the following Observation and Practice evidence remain in effect for the 2019-2020 school year:

**(A) Non Teaching Professional Observation and Practice**

Domain	Title	*Rating* (A)	Factor (B)	Earned Points (A x B)	Max Points
I.	Planning & Preparation		25%		0.75
II.	Educational Environment		25%		0.75
III.	Delivery of Service		25%		0.75
IV.	Professional Development		25%		0.75
(1) Non Teaching Professional Observation and Practice Rating					3.00

*Domain Rating Assignment* 0 to 3 Point Scale (A)	
Rating	Value
Failing	0
Needs Improvement	1
Proficient	2
Distinguished	3

The final rating of Satisfactory or Unsatisfactory will be based solely on the results of the outcome of the Classroom Observation and Practice. A performance rating of Distinguished, Proficient, or Needs Improvement shall be considered satisfactory, except that the second Needs Improvement rating issued by the same employer within 10 years of the first final rating of Needs Improvement where the employee is in the same certification shall be considered unsatisfactory. A rating of Failing shall be considered unsatisfactory. The Act 82.3 Rating tool will be updated to calculate overall non-teaching professional evaluation results and will be made available on the [COVID-19 section of PDE’s Educator Effectiveness webpage](#).

**Principals and School Leaders**

Under Act 82, the term principal includes the positions of principal, assistant principal, vice principal, and CTC director. The evaluation of professional employees serving as principals includes the following considerations:

- Framework for Leadership Model (Leadership/Observation/Practice) – 50 percent of the overall rating in each of the following areas: Strategic and cultural leadership; Systems leadership; Leadership for learning; and Professional and community leadership.
- Student Performance – 50 percent of the principal’s overall rating based upon the following areas:
  - Building-Level Data (15 percent)
  - Correlation Data (15 percent)
  - Elective Data (20 percent)

For the 2019-20 school year, principals’ evaluations shall be based solely on the Framework for Leadership Model, including each of the following areas:

- Planning and preparation – Strategic and cultural leadership (25 percent)
- School environment – Systems leadership (25 percent)
- Delivery of service – Leadership for learning (25 percent)
- Professional development – Professional and community leadership (25 percent)

Using the PDE 82.2 Rating Form for Principal and CTC Directors, the following Observation Evidence remain in effect for the 2019-20 school year:

**(A) Principal/School Leader Observation/Evidence**

Domain	Title	*Rating* (A)	Factor (B)	Earned Points (A x B)	Max Points
I.	Strategic/Cultural Leadership		25%		0.75
II.	Systems Leadership		25%		0.75
III.	Leadership for Learning		25%		0.75
IV.	Professional and Community Leadership		25%		0.75
(1) Principal/School Leader Observation/Evidence Rating					3.00

*Domain Rating Assignment* 0 to 3 Point Scale (A)	
Rating	Value
Failing	0
Needs Improvement	1
Proficient	2
Distinguished	3

The final rating of Satisfactory or Unsatisfactory will be based solely on the results of the outcome of the Classroom Observation and Practice. A performance rating of Distinguished, Proficient, or Needs Improvement shall be considered satisfactory, except that the second Needs Improvement rating issued by the same employer within 10 years of the first final rating of Needs Improvement where the employee is in the same certification shall be considered unsatisfactory. A rating of Failing shall be considered unsatisfactory. The Act 82.2 Rating tool

will be updated to calculate overall principal and CTC director evaluation results and will be made available on the [COVID-19 section of PDE's Educator Effectiveness webpage](#).

## **Frequently Asked Questions:**

LEAs are advised to consider the following questions and answers when completing the professional employee observations and evaluation requirements.

**1. Do professional employee tenure, observations and final evaluation ratings still count for the 2019-2020 school year?**

The 2019-2020 school year can count toward an educator's acquisition of tenure based on the LEA's evaluation decision consistent with section 1108 of the School Code.

**2. When completing professional employee evaluations, should LEAs only count the time up to the school closures on March 13 or the full year?**

This is a local decision which should be made in consultation with the LEA's solicitor or other qualified counsel and collective bargaining unit representatives.

**3. What method does PDE recommend for conducting observations of professionals providing virtual instruction?**

There are multiple methods of conducting observations of professionals during the closure. It is an LEA decision how to collect the data for evaluating the four domains of planning and preparation, classroom environment, instruction, and professional responsibilities. Contact your local Intermediate Unit for support.

**4. What options will LEAs have if an observation cannot be conducted prior to the end of the year?**

LEAs may wish to base this decision on their current procedures for teachers who are on sabbaticals or leave for a year. Decisions should be made in consultation with the LEA's solicitor or other qualified counsel and collective bargaining representatives.

**5. Has PDE excluded any components (e.g., SLO, Teacher Correlation or elective data) from the educator evaluation models?**

Pursuant to Act 13 of 2020, the Secretary of Education has waived the requirement to include performance data, including Building Level Data, Teacher Specific Data, and Elective Data (SLO) for evaluations for the 2019-2020 school year.

**6. Will PDE allow for modifications in the rating delivery date beyond June 30 should LEAs require additional time to complete the process?**

Observations are to be completed no later than June 30. However, the completion of final ratings and evaluations can be extended to allow LEAs additional time to determine final ratings, review evaluations with professional employees, and obtain signatures.

- 7. Will the decision to exclude performance data for the current year impact plans for future year's evaluations that rely on lagging data (e.g., previous year's student data)?**

PDE will release additional information and guidance concerning the impact of lagging performance data on future year's professional employee evaluations.