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Personnel Director Webinar

January 14, 2020

DEPARTMENT of EDUCATION

# Agenda

- Welcome and purpose (5 min.)

- Certification policy updates (15 min.)

- Certification processing updates (10 min.)

- Compass updates (30 min.)

- LSASPA preview (5 min.)

- Closing and next steps (15 min.)

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# Purpose

Beginning this winter, the Talent Office will conduct quarterly webinars with HR personnel. These webinars will cover educator workforce updates including:

- policy updates,
- updates relative to the development of Mentor and Content Leader cadres, and
- certification updates

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# Certification Policy Updates

# Local Evaluations for District-based Leaders

In October 2018, BESE approved policies that allow for the use of local evaluations to advance or renew **Educational Leadership** certificates.

- Educational leaders serving in roles at the **school level** must be evaluated via **Compass leader evaluations** or approved alternative rubrics to renew/advance certification

- Educational leaders serving in roles at the **school system level** must use **local evaluations** to renew/advance certification
  - School system level leaders must complete the local evaluation attestation form to use local evaluations
  - Local evaluations from prior years **may be used**

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# Policy Shift: Mentoring Requirements for Alternate Certification Candidates

Based on research demonstrating that high-quality mentoring can reduce or eliminate the "first-year teacher effect," and on mentoring pilot programs, BESE approved regulatory shifts in October to strengthen mentoring during the alternate candidate's residency year.

- **Remove** 80-hour pre-residency practice requirement
- **Replace** the pre-residency practice requirement with an assurance from the employing school systems that new teachers have co-taught, been observed, or planned collaboratively for at least 5 hours per week in their first year of teaching
  - School systems will verify mentoring through an attestation form that is part of a candidate's application for a Level 1 certificate or renewal of a Practitioner License.

This change removes outdated requirements, follows researched best practices, and allows school systems flexibility.

These new mentoring requirements will go into effect beginning in the 2020-2021 academic year. The Department will launch supports to school systems at the February collaborations and at LSASPA.

# Policy Shift: Mentoring Requirements for Alternate Certification Candidates

**Supports**
- The Department is considering releasing a data package that would include the number of teachers hired on a PL for the first time, at the school-level, to inform planning efforts.
  - Do you think this will be helpful? Is there any other data that would be helpful to provide as you are planning to include mentoring for alternate certification candidates for the next academic year?

**Questions**
- Do you have any initial questions regarding this policy shift that would be helpful to discuss at LSASPA?

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# Policy Shift: Louisiana Leadership Assessment Series

In December 2019**, BESE approved the Louisiana Leadership Assessment Series (LLAS)** as an alternative assessment for those seeking the **Educational Leadership Certificate (EDL1)**.

Educators wishing earn their EDL1 will be able to **choose between** the Praxis and the LLAS performance-based assessment series. The assessments are **portfolio-based** and  aligned to the competencies the Department has identified as being essential to the role of an administrator and the National Educational Leadership Preparation (NELP) standards.

These assessments, along with further information, will be available in early Spring 2020.

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# Certification Processing Updates

# New Certification Forms

In an effort to better serve educators of Louisiana, certification application forms are being reviewed and revised. This process could take several months to complete.

**Please download the most recent application forms from the certification portal each time before submitting an application.**

Application forms that will be reviewed/revised first include:

- Ancillary application
- Appeals application
- Certification update application
- Out-of-State (OS) experience verification
- Practitioner (PL) application(s)
- Teaching Authorizations (TA) application

# New Payment Center

The Department is changing payment processing vendors. This includes the payment center for the teacher certification portal.

The expected transition will occur by the **end of January**. The link from the online certification portal to the payment processing center will be updated. However, links in applications will be updated as the applications are updated as a whole.

**Please only use the link from the certification portal to access the payment portal**.

# Discussion

- Are there any additional questions regarding certification updates?

- Do you have other ideas regarding how we can better assist you and your educators?

# Compass Updates

# Updating 2012-2018 Evaluation Uploads for the Compass Information System (CIS)

**Timeline:** Submissions Accepted January 6-31, 2020

**Rationale:** Due to prior evaluation scores that have not been reported or recorded in the Compass Information System (CIS), there are some teachers and leaders unable to maintain their certification status. The LDOE will offer a **one-time** opportunity in response to feedback from school system leaders to submit backlogged evaluation scores via a password protected spreadsheet from 2012-2018 to the Compass team.

**Objective:** Complete the upload of all backlogged and available evaluation scores from 2012-2018 in the Compass Information System (CIS).

# Key Points

1. This is a **one-time only upload window**. All submitted scores must be received via password protecting the [2012-2018 Evaluation Score Report Spreadsheet](#) available under training materials in the [Compass Library](#) at [compass@la.gov](mailto:compass@la.gov) no later than Friday, **January 31, 2020.**

2. CIS can only accept scores from the years **2012-2018.**

3. Updating scores for prior years in CIS requires CIS to shut down the current 2019-2020 school year. **The 2019-2020 CIS system will be shut down for the month of February to allow our team to upload the submitted scores.**

4. For the upload to work, all certified personnel need to be at the site for the year you are reporting. If they are not listed, please add them to the spreadsheet and notate they should be added.

# Identifying Unreported Scores



To check historical CIS data:

1. Check the **View Only** box at the top
2. Change the **School Session** drop down to correct date
3. Select the **School**
4. Ensure that all certified personnel is at the site for this year. If they are not, please add them to the list to be added.
5. Check the **Eval Submitted** and **Final Evaluation** column. If they are blank, then a final evaluation was not submitted correctly for this person.

# Completing the Spreadsheet

| Beginning School Session Year | Ending School Session Year | Sponsor Code | Sponsor Name | Homebase Site Code | Site Name | Are you adding this person to CIS for this year? |
|---|---|---|---|---|---|---|
| 2018 | 2019 | 001 | Acadia Parish | 001001 | Test Site | Y/N |

**BSSY**: First part of school year
**ESSY**: Last part of school year
**Sponsor Code**: 3 digit code (text field)
**Sponsor Name**: As it appears in CIS
**Homebase Site Code**: 6 digit code (text field)
**Site Name**: As it appears in CIS
**Are you adding this person to CIS for this year?**: Enter Y if the person is not already in CIS for the year, sponsor, and site.  Enter N if they are already in CIS for the year, sponsor, and site.

# Password Protecting and Sending your Spreadsheet (Mandatory)

As social security numbers will be used, all spreadsheets sent to compass@la.gov must be password protected. In order to do so you can refer to this 2012-2018 Leader Evaluation Upload Procedures Video in the Compass Library or follow these steps:

1. Create your spreadsheet
2. Go to File, Save As, create the File Name, go to Tools, and select General Options.
3. In General Options, create a unique password to open this document and select OK (see screenshot right).
4. Send the attachment in one email and the password in a separate email.
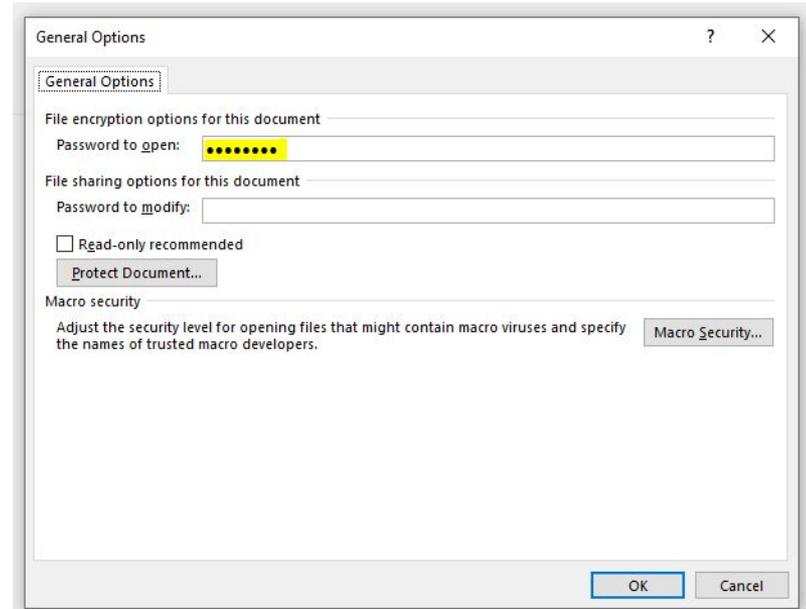
# Completing the Spreadsheet

| Employee SSN | Employee First Name | Employee Last Name | Evaluator SSN | Evaluator First Name | Evaluator Last Name | Evaluation Type Code | Average Observation Score | Average SLT Score |
|---|---|---|---|---|---|---|---|---|
| 123456789 | John | Doe | 987654321 | Bill | Smith | T, L, O | 1.0-4.0 | 1.0-4.0 |

**Employee SSN:** 9 digit SSN of the employee

**Employee First Name:** First name as it appears in CIS

**Employee Last Name:** Last name as it appears in CIS

**Evaluator SSN:** 9 digit SSN of the evaluator

**Evaluator First Name:** First name as it appears in CIS

**Evaluator Last Name:** Last name as it appears in CIS

**Evaluation Type Code:** T for Teacher, L for Leader, and O for Other

**Average Observation Score:** Enter a value between 1.0-4.0 (cannot be 0 or blank)

**Average SLT Score:** Enter a value between 1.0-4.0 (cannot be 0 or blank)

2012-2018 Evaluation Score Report Spreadsheet    2012-2018 Evaluation Score Report Procedure

# Discussion

- Are there any additional questions regarding unreported Compass uploads?

- Do you have other ideas regarding how we can make the Compass upload process smoother for you and your educators?

For further information,
please contact Compass@la.gov.


If you would like to call Compass for assistance,
we will hold office hours
**January 21-31, 2020 from 9:00 AM - 10:00 AM.**

Please schedule a time with compass@la.gov and a dial in number will be forwarded to you.
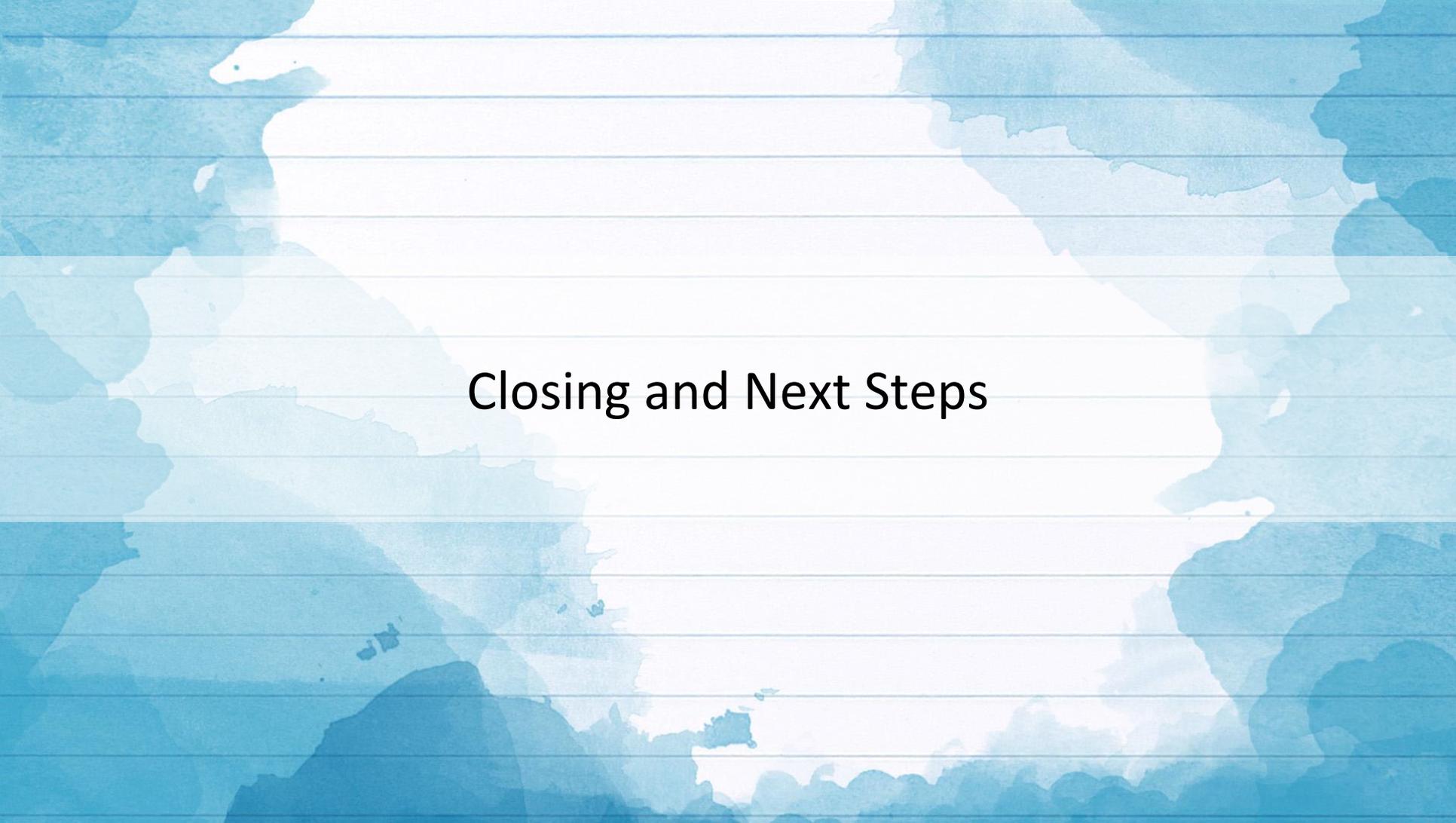
LSASPA

# LSASPA

During this year's LSASPA conference the Department plans to have rotating sessions on the below topics:

- Mentor Teacher and Content Leader Assessment Completion
- Creating a plan to mentor post-baccalaureate candidates
- Certification process updates

Closing and Next Steps

# Closing and Next Steps

The next quarterly webinar will be held on **April 16, 2020 at 1:00 PM**.

**What topics would be helpful to cover during the next webinar?**

Please send any additional topics to Sara (sara.delano@la.gov) by April 9.

Please email certification@la.gov with any certification questions.