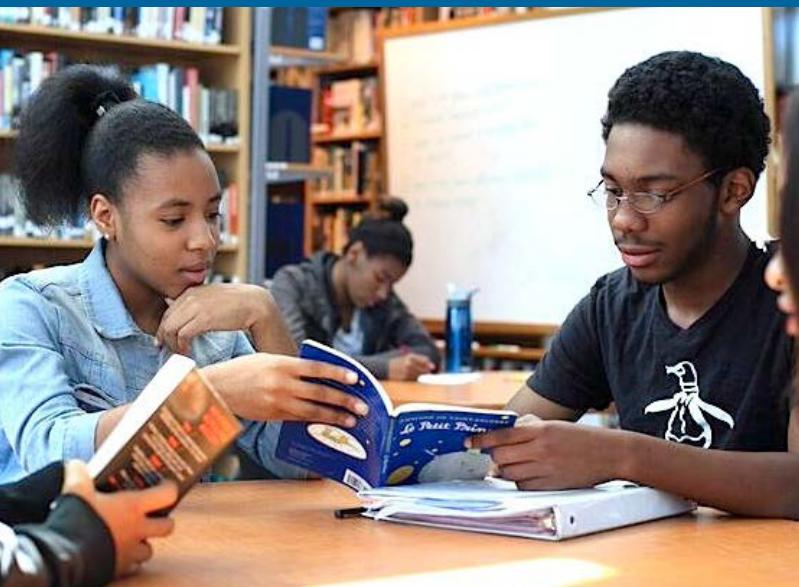


Instructional Coaches

GROUP
15



IMPACT



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

The District of Columbia Public Schools Effectiveness
Assessment System for School-Based Personnel

2016
2017

TABLE OF CONTENTS

2	Letter from the Chancellor
4	Putting Growth First
6	Overview
7	IMPACT Components
24	Supporting Your Success
26	Putting It All Together
30	IMPACT <i>plus</i>
36	Concluding Message

LETTER FROM THE CHANCELLOR

Dear Staff,

We have made an enormous amount of progress over the last few years. As you know, according to the National Assessment of Educational Progress (NAEP), DCPS is the fastest improving urban school system in the country. In addition, our graduation rates are up and our enrollment is rising for the fifth year in a row.

Our collective success is due to the extraordinary work you do every day in partnership with our teachers, school leaders, students, and families. You help make our schools welcoming environments and support our students' intellectual, social-emotional, and physical needs—all of which is critical to student success.

I am so proud of the work we have done together, and I am excited to see our district continue to move forward with innovation, urgency, and optimism. Thank you for all that you do for our students and families every day. We are DCPS, and we are doing this!

With great appreciation,

A handwritten signature in black ink, appearing to read 'Kaya Henderson', followed by a long horizontal flourish.

Kaya Henderson
Chancellor, District of Columbia Public Schools



Michael DeAngelis



Simona Monnatti



Bel Perez Gabilondo

PUTTING GROWTH FIRST

How does IMPACT support my growth?

The primary purpose of IMPACT is to help you become more effective in your work. Our commitment to continuous learning applies not only to our students, but to you as well. IMPACT supports your growth by:

- **Clarifying Expectations** — IMPACT outlines clear performance expectations for all school-based employees. We have worked to ensure that the performance metrics and supporting rubrics are clear and aligned to your specific responsibilities.
- **Providing Feedback** — Quality feedback is a key element of the improvement process. This is why you will receive feedback on your strengths as well as your growth areas. You can also view written comments about your performance by logging into your IMPACT account at <http://impactdcps.dc.gov>.
- **Facilitating Collaboration** — By providing a common language to discuss performance, IMPACT helps support the collaborative process. This is essential, as we know that communication and teamwork create the foundation for student success.
- **Driving Professional Development** — The information provided by IMPACT helps DCPS make strategic decisions about how to use our resources to best support you. We can also use this information to differentiate our support programs by cluster, school, grade, job type, or any other category.
- **Retaining Great People** — Having highly effective teachers and staff members in our schools helps everyone improve. By mentoring and by serving as informal role models, these individuals provide a concrete picture of excellence that motivates and inspires us all. IMPACT helps retain these individuals by providing significant recognition for outstanding performance.

IMPACT reflects our belief that everyone in our system plays a critical role in improving student outcomes. With an outstanding teacher in every classroom and excellent staff members throughout our schools, our students will graduate prepared for success in college, the workforce, and life.

For further information about job-specific resources and professional development designed to help you grow, see the *Supporting Your Success* section at the end of this guidebook.



GROUP 15: OVERVIEW

Who is in Group 15?

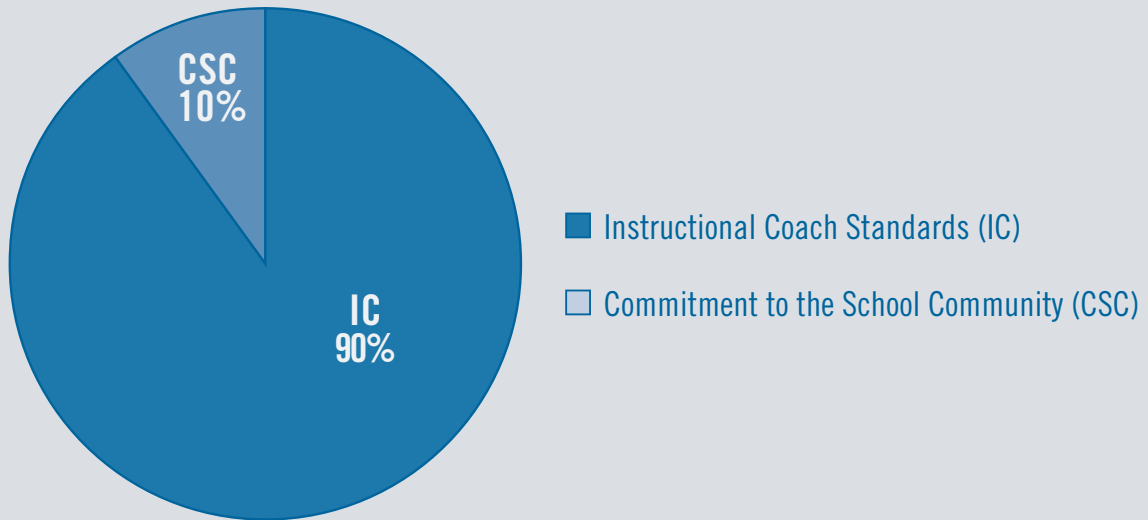
Group 15 consists of LEAP Leader and other instructional coaches.

What are the IMPACT components for members of Group 15?

There are three IMPACT components for members of Group 15. Each is explained in greater detail in the following sections of this guidebook.

- **Instructional Coach Standards (IC)** — These standards define excellence for instructional coaches in DCPS. They make up 90% of your IMPACT score.
- **Commitment to the School Community (CSC)** — This is a measure of the extent to which you support and collaborate with your school community. This component makes up 10% of your IMPACT score.
- **Core Professionalism (CP)** — This is a measure of four basic professional requirements for all school-based personnel. This component is scored differently from the others, which is why it is not represented in the pie chart. For more information, please see the Core Professionalism section of this guidebook.

IMPACT COMPONENTS FOR GROUP 15



What are the Instructional Coach Standards?

These standards define excellence for instructional coaches in DCPS. They include:

- Standard 1: Prepare for the Weekly LEAP Cycle
- Standard 2: Analyze Data During the Weekly LEAP Cycle
- Standard 3: Design LEAP Supports
- Standard 4: LEAP Implementation
- Standard 5: Demonstrate Teacher and Student Growth
- Standard 6: Facilitate Adult Learning

How will my proficiency in the Instructional Coach Standards be assessed?

Your proficiency will be assessed two times over the course of the year according to the rubric at the conclusion of this section. Your administrator will conduct two formal assessments, the first by February 2 and the second by June 8.

Your administrator will observe you for at least 30 minutes during each cycle in order to assess your proficiency. For example, your administrator might observe you facilitating a LEAP Seminar, conducting a mini-observation, or leading a 5P Debrief. Instructional Coaches who do not participate in LEAP may be observed setting goals or analyzing data with a teacher, implementing support in a classroom (e.g., assisting with use of educational technology, modeling, co-teaching, or side-by-side coaching), or debriefing with a teacher after an informal observation.

As part of each assessment cycle, your administrator will meet with you to share her/his scores, provide feedback, and discuss next steps for professional growth.

If your administrator makes at least two attempts to schedule a conference with you prior to the Cycle deadline and you are unable to meet or unresponsive, the assessment will be valid without the conference. Valid attempt methods include, but are not limited to, phone calls, text messages, emails, notes in your school inbox, and/or in-person conversations.

How will my proficiency in the Instructional Coach Standards be scored?

For each assessment cycle, you will receive a 4 (highest) to 1 (lowest) score for each standard of the rubric. Your standard scores will then be averaged together to form an overall score of 4.0 (highest) to 1.0 (lowest) for the assessment cycle.

At the end of the year, your two assessment cycle scores will be averaged together to calculate an overall score of 4.0 (highest) to 1.0 (lowest) for this component of your IMPACT assessment. See the sample score chart on the next page for an example.

Please note that, if you are shared between two schools, you will receive scores at each of them. These scores will then be averaged together to determine your final score for this component.

How will instructional coaches who have earned Highly Effective ratings two years in a row be assessed?

Instructional coaches who have earned Highly Effective ratings during both of the last two school years will receive an assessment by February 2. If the score from this assessment is 3.0 or higher, the IMPACT team will notify the staff member via email after Cycle 1 ends that she/he will not be receiving a second assessment, unless requested by the staff member on the IMPACT database (<http://impactdcps.dc.gov>). If the score is below 3.0, the staff member will continue on the normal assessment schedule.

Please note that instructional coaches who are shared between two schools will receive an assessment by each of their administrators by February 2. These scores will then be averaged together to determine whether instructional coaches are eligible for a reduced number of assessments this year.

SAMPLE SCORE CHART
INSTRUCTIONAL COACH STANDARDS (IC)

INSTRUCTIONAL COACH STANDARDS (IC)	CYCLE ENDS 2/2	CYCLE ENDS 6/8	OVERALL* (Average of Cycles)
IC SCORE (Average of IC 1 to IC 6)	3.50	3.66	3.58
IC 1: Prepare for the Weekly LEAP Cycle	4.0	4.0	
IC 2: Analyze Data During the Weekly LEAP Cycle	3.0	4.0	
IC 3: Design LEAP Supports	4.0	4.0	
IC 4: LEAP Implementation	3.0	3.0	
IC 5: Demonstrate Teacher and Student Growth	4.0	3.0	
IC 6: Facilitate Adult Learning	3.0	4.0	

If I have additional questions about the Instructional Coach Standards, whom should I contact?

Please contact the IMPACT team at 202-719-6553 or impactdcps@dc.gov.

LEVEL 4 (HIGHEST)

LEVEL 3

IC 1 PREPARE FOR THE WEEKLY LEAP CYCLE

Prior to beginning the weekly LEAP Cycle, the LEAP Leader meets Level 3 expectations AND extends impact by preparing to develop teachers' capacity and drive continuous improvement.

Prior to beginning the weekly LEAP Cycle, the LEAP Leader consistently and effectively prepares for the LEAP Seminars, observations, and/or 5P Debriefs.

For example, the LEAP Leader:

- Reflects on teachers' needs to customize and scaffold the upcoming weekly LEAP Cycle, as applicable
- Reflects on the unique learning needs of the student body to determine needed customizations and scaffolding for the upcoming weekly LEAP Cycle, as applicable
- Provides the LEAP Team with pre-work that contributes to LEAP Seminar learning
- Communicates coherence and draws connections between prior, current, and future learning in LEAP Seminars
- Engages in central office LEAP Leader support opportunities when available

IC 2 ANALYZE DATA DURING THE WEEKLY LEAP CYCLE

During the weekly LEAP Cycle, the LEAP Leader meets Level 3 expectations AND extends impact by developing teachers' capacity to analyze their own practice and student data to drive continuous improvement.

During the weekly LEAP Cycle, the LEAP Leader consistently collects and analyzes multiple sources of evidence of teacher practice and of student learning and draws detailed and appropriate conclusions regarding strengths and high-priority areas for growth.

For example, the LEAP Leader:

- Collects, analyzes, and documents evidence of teacher practice such as classroom observation notes, lesson plans, teacher-made assessments, written reflections, and/or video
- Collects, analyzes, and documents evidence of student learning such as student work, exit tickets, observation notes on student discussions/discourse, or other progress monitoring data
- Analyzes student work with precision and intentionality to inform pacing of the LEAP adult learning curriculum
- Makes data-driven, targeted enhancements to LEAP Seminars to meet the instructional needs, and develop the capacity of, individual teachers and/or LEAP Teams to analyze/reflect on their practice and student data

IC 3 DESIGN LEAP SUPPORTS

LEAP Leader meets Level 3 expectations AND extends impact by applying a deep knowledge of content and of a broad range of effective instructional practices.

LEAP Leader consistently develops targeted action steps that are based on analyses of data and aligned to teachers' high-priority areas for growth and include: 1) specific, measurable, and ambitious goals for the LEAP Module and 2) effective instructional practices.

For example, the LEAP Leader:

- Provides high-leverage feedback to teachers during 5P Debriefs, aligned to their areas of growth and to the content learning that occurs in LEAP Seminars
- Incorporates elements of the Common Core Instructional Practice Guides and other content-specific best practices in teachers' action steps identified during the 5P Debrief
- Sets professional learning and student achievement goals with teachers, and a plan to monitor progress toward these goals throughout the LEAP Module
- Promotes the teaching of rigorous content using high-impact instructional methods from LEAP Seminars, as applicable to the content

LEVEL 2

LEVEL 1 (LOWEST)

Prior to beginning the weekly LEAP Cycle, the LEAP Leader sometimes effectively prepares for the LEAP Seminars, observations, and/or 5P Debriefs.

Prior to beginning the weekly LEAP Cycle, the LEAP Leader rarely or never effectively prepares for the LEAP Seminars, observations, and/or 5P Debriefs.

During the weekly LEAP Cycle, the LEAP Leader sometimes collects and analyzes multiple sources of evidence of teacher practice and of student learning and draws detailed and appropriate conclusions regarding strengths and high-priority areas for growth.

During the weekly LEAP Cycle, the LEAP Leader rarely or never collects and analyzes multiple sources of evidence of teacher practice and of student learning and draws detailed and appropriate conclusions regarding strengths and high-priority areas for growth.

LEAP Leader sometimes develops targeted action steps that are based on analyses of data and aligned to teachers' high-priority areas for growth and include: 1) specific, measurable, and ambitious goals for the LEAP Module and 2) effective instructional practices.

LEAP Leader rarely or never develops targeted action steps that are based on analyses of data and aligned to teachers' high-priority areas for growth and include: 1) specific, measurable, and ambitious goals for the LEAP Module and 2) effective instructional practices.

LEVEL 4 (HIGHEST)

LEVEL 3

IC 4

LEAP IMPLEMENTATION

LEAP Leader meets Level 3 expectations AND extends impact by monitoring teacher implementation after the weekly LEAP Cycle and continuing to provide opportunities for growth through informal support.

LEAP Leader consistently and effectively implements LEAP by successfully assisting teachers with planning and practice, monitoring teachers' progress toward goals, providing detailed and specific suggestions for improvement, and making adjustments to plans as necessary.

For example, the LEAP Leader:

- Consistently and effectively implements all components of the weekly LEAP Cycle including the Seminar, observation, and 5P Debrief such that teacher practice is demonstrably improved
- Schedules observations and 5P Debriefs such that he or she observes instruction related to the preceding LEAP Seminar
- Demonstrates effective facilitation skills during the LEAP Seminar such that teachers are supported and engaged in professional learning
- Collects, and shares with teachers, professional growth data over time through the LEAP Platform and/or other sources
- Observes and debriefs with special education and ELL LEAP Team teachers, when possible and applicable

IC 5

DEMONSTRATE TEACHER AND STUDENT GROWTH

Improvement in teacher practice and student achievement is evident for all or almost all teachers who receive coaching.

Improvement in teacher practice and student achievement is evident for most teachers who receive coaching.

For example, the LEAP Leader:

- Effectively deepens teachers' knowledge of content pedagogy as evidenced by observation data, lesson plans, LEAP Seminar discussions, and student work
- Empowers teachers to lead analysis of student work and co-develop action steps in the LEAP Seminar and 5P Debrief, as appropriate
- Uses content knowledge from the LEAP Seminar and 5P Debrief to help teachers anticipate student misconceptions and plan/practice to address them if and when they occur
- Supports improved student learning as evidenced by students' work on rigorous tasks, progress toward student-achievement LEAP goals, and other formative assessment data

IC 6

FACILITATE ADULT LEARNING

LEAP Leader meets Level 3 AND extends impact by releasing responsibility to teachers, as appropriate, and by supporting teachers who effectively employ strategies for assistance with other teachers.

LEAP Leader consistently facilitates adult learning in both individual and group settings by communicating clearly and respectfully; following established protocols and principles of adult learning theory; maintaining a focus on outcomes; and fostering collaboration and investment.

For example, the LEAP Leader:

- Promotes a growth mindset and a culture of learning among adults
- Pushes teachers' thinking about content, instruction, and student work with strategic questions and tasks in the LEAP Seminar and 5P Debrief
- Creates structures and opportunities for teachers to collaborate and assist one another as an extension of LEAP Seminars
- Applies knowledge of adult learning theory by consistently implementing all components of the experiential learning-based Kolb cycle
- Proactively builds relationships with LEAP Team teachers
- Delivers actionable, constructive feedback in 5P Debriefs
- Asks teachers what they want and/or need and addresses need(s) throughout LEAP Module
- Promotes an inclusive learning culture with the LEAP Team by setting and reinforcing norms as well as challenging low expectations, excuses, and misconceptions
- Supports student achievement by deepening teachers' content knowledge and supporting the development of rigorous tasks

LEVEL 2

LEVEL 1 (LOWEST)

LEAP Leader sometimes effectively implements LEAP by successfully assisting teachers with planning and practice, monitoring teachers' progress toward goals, providing detailed and specific suggestions for improvement, and making adjustments to plans as necessary.

LEAP Leader rarely or never effectively implements LEAP by successfully assisting teachers with planning and practice, monitoring teachers' progress toward goals, providing detailed and specific suggestions for improvement, and making adjustments to plans as necessary.

Improvement in teacher practice and student achievement is evident for some teachers who receive coaching.

Improvement in teacher practice and student achievement is evident for few or no teachers who receive coaching.

LEAP Leader sometimes facilitates adult learning in both individual and group settings by communicating clearly and respectfully; following established protocols and principles of adult learning theory; maintaining a focus on outcomes; and fostering collaboration and investment.

LEAP Leader rarely or never facilitates adult learning in both individual and group settings by communicating clearly and respectfully; following established protocols and principles of adult learning theory; maintaining a focus on outcomes; and fostering collaboration and investment.

What is Commitment to the School Community?

This component measures several aspects of your work as a member of a school community: 1) your support of your school's local initiatives; 2) your support of the Special Education and English Language Learner programs at your school; and 3) your efforts to promote high academic and behavioral expectations. For teachers, this component also measures two other aspects: 4) your partnership with your students' families; and 5) your instructional collaboration with your colleagues.

Why is this one of my IMPACT components?

This component was included because we believe that our students' success depends on the collective efforts of everyone in our schools.

How will my Commitment to the School Community be assessed?

Your administrator will assess you two times during the year according to the rubric at the conclusion of this section. The first assessment will occur by February 2 and the second by June 13. For more information about school-specific CSC expectations, please contact your administrator.

At the end of each cycle, you can view your final Commitment to the School Community score in the IMPACT database (<http://impactdcps.dc.gov>). While a conference to discuss your Commitment to the School Community score is not required, you are encouraged to reach out to your administrator with any questions or concerns.

How will my Commitment to the School Community be scored?

For each assessment cycle, you will receive a 4 (highest) to 1 (lowest) score for each standard of the rubric. Your standard scores will then be averaged together to form an overall score of 4.0 (highest) to 1.0 (lowest) for the assessment cycle.

At the end of the year, your assessment cycle scores will be averaged together to calculate an overall score of 4.0 (highest) to 1.0 (lowest) for this component of your IMPACT assessment. See the sample score chart below.

Please note that, if you are shared between two schools, you will receive scores at each of them. These scores will then be averaged together to determine your final score for this component.

SAMPLE SCORE CHART
COMMITMENT TO THE SCHOOL COMMUNITY (CSC)

COMMITMENT TO THE SCHOOL COMMUNITY (CSC)	CYCLE ENDS 2/2	CYCLE ENDS 6/13	OVERALL (Average of Cycles)
CSC SCORE (Average of CSC 1 to CSC 5)	3.66	4.0	3.83
CSC 1: Support of the Local School Initiatives	3.0	4.0	
CSC 2: Support Special Education and ELL Programs	4.0	4.0	
CSC 3: High Expectations	4.0	4.0	
CSC 4: Partnership with Families (for Teachers Only)	N/A	N/A	
CSC 5: Instructional Collaboration (for Teachers Only)	N/A	N/A	

If I have additional questions about Commitment to the School Community, whom should I contact?

Please contact the IMPACT team at 202-719-6553 or impactdcps@dc.gov.



Michael DeAngelis



Michael DeAngelis



Bel Perez Gabilondo



Bel Perez Gabilondo



Michael DeAngelis



Michael DeAngelis



Bel Perez Gabilondo

LEVEL 4 (HIGHEST)

LEVEL 3

CSC 1

SUPPORT OF THE LOCAL SCHOOL INITIATIVES

Individual **meets Level 3** expectations AND **extends impact** by finding new and innovative ways to help the local school initiatives succeed and/or by dedicating a truly exceptional amount of time and energy in support of the initiatives.

Individual **consistently** supports the local school initiatives in an effective manner.

Examples of local initiatives include: increased student attendance rate, suspension rate reduction, use of inquiry-based lessons, and school-wide behavioral supports or programs.

CSC 2

SUPPORT OF THE SPECIAL EDUCATION AND ENGLISH LANGUAGE LEARNER PROGRAMS*

Individual **meets Level 3** expectations AND **extends impact** by finding new and innovative ways to help the Special Education and English Language Learner programs, the Student Support Team, and all students with 504 plans succeed and/or by dedicating a truly exceptional amount of time and energy in support of these programs and students.

Individual **consistently** supports, in an effective manner, the school's Special Education and English Language Learner programs, the school's Student Support Team, and all students with 504 plans.

Examples of how one might support these programs and students include: interacting with all students in a positive and inclusive manner, ensuring that facilities are available for the provision of services, incorporating Universal Design for Learning (UDL) principles during instruction, collaborating with special education and ELL teachers in planning content delivery, using scaffolded language supports when working with ELL students, supporting the attainment of language objectives, and participating in student-level decision making (e.g., attending IEP meetings, submitting necessary documentation, tracking data).

CSC 3

HIGH EXPECTATIONS

Individual **meets Level 3** expectations AND **extends impact** by finding new and innovative ways to help promote high expectations and/or by dedicating a truly exceptional amount of time and energy towards developing a culture of high expectations in the school.

Individual **consistently** promotes high academic and behavioral expectations, in an effective manner, for all students.

Examples of how one might promote high expectations include: supporting achievement through rigorous academic work and challenging extracurricular opportunities; modeling high personal standards; assigning and communicating grades in a manner consistent with district and school grading policy; and emphasizing pride in self, school, and community.

**This standard may be scored as "Not Applicable" if a school has no students who receive Special Education or English Language Learner services, no students who need assistance from a Student Support Team, and no students with 504 plans.*

LEVEL 2

LEVEL 1 (LOWEST)

Individual **sometimes** supports the local school initiatives in an effective manner.

Individual **rarely or never** supports the local school initiatives in an effective manner.

Individual **sometimes** supports, in an effective manner, the school's Special Education and English Language Learner programs, the school's Student Support Team, and all students with 504 plans.

Individual **rarely or never** supports, in an effective manner, the school's Special Education and English Language Learner programs, the school's Student Support Team, and all students with 504 plans.

Individual **sometimes** promotes high academic and behavioral expectations, in an effective manner, for all students.

Individual **rarely or never** promotes high academic and behavioral expectations, in an effective manner, for all students.

LEVEL 4 (HIGHEST)

LEVEL 3

CSC 4

PARTNERSHIP WITH FAMILIES (FOR TEACHERS ONLY)

Teacher **meets Level 3** expectations AND **extends impact** by finding new and innovative ways to foster engagement with students' families and/or by dedicating a truly exceptional amount of time and energy towards partnering with them.

Teacher **consistently** engages students' families as valued partners in an effective manner.

Examples of how one might engage students' families include: communicating with families regularly (e.g., phone calls, text messages, emails, or home visits), including families in class projects, sharing data with families about student progress (strengths and areas for growth) and strategies for supporting student learning at home, collaborating with families to set goals throughout the year, encouraging families to attend school and district events including parent-teacher conferences, and creating a welcoming classroom environment for families.

CSC 5

INSTRUCTIONAL COLLABORATION (FOR TEACHERS ONLY)

Teacher **meets Level 3** expectations AND **extends impact** by proactively seeking out collaborative opportunities with other teachers and/or by dedicating a truly exceptional amount of time and energy towards promoting effective instructional collaboration.

Teacher **consistently** collaborates with colleagues to improve student achievement in an effective manner.

Examples of how one might collaborate to improve student achievement include: actively participating in the Thirty-Minute Morning Block, grade-level and departmental meetings, mentoring relationships (formal or informal), and optional and required professional development opportunities.



LEVEL 2

Teacher **sometimes** engages students' families as valued partners in an effective manner.

LEVEL 1 (LOWEST)

Teacher **rarely or never** engages students' families as valued partners in an effective manner.

Teacher **sometimes** collaborates with colleagues to improve student achievement in an effective manner.

Teacher **rarely or never** collaborates with colleagues to improve student achievement in an effective manner.



What is Core Professionalism?

This component measures four basic tenets of professionalism: 1) having no unexcused absences; 2) having no unexcused late arrivals; 3) following the policies and procedures of your school (or program) and the school system; and 4) interacting with colleagues, students, families, and community members in a respectful manner.

How will my Core Professionalism be assessed?

Your administrator will assess your Core Professionalism according to the rubric at the conclusion of this section. S/he will assess you two times during the year. The first assessment will occur by February 2 and the second by June 13.

At the end of each cycle, you can view your final Core Professionalism rating in the IMPACT database (<http://impactdcps.dc.gov>). While a conference to discuss your Core Professionalism rating is not required, you are encouraged to reach out to your administrator with any questions or concerns.

How will my Core Professionalism be rated?

Unlike the other rubrics in IMPACT, there are only three levels for Core Professionalism: Meets Standard, Slightly Below Standard, and Significantly Below Standard.

If you consistently receive a Core Professionalism rating of Meets Standard (and you receive no ratings of Slightly Below Standard or Significantly Below Standard), your overall rating for this component will be Meets Standard and you will see no change in your final IMPACT score. This is the case in the sample rating chart below.

If you receive a rating of Slightly Below Standard on any standard of the Core Professionalism rubric during a cycle (and you receive no ratings of Significantly Below Standard), you will receive an overall rating of Slightly Below Standard for that cycle, and ten points will be deducted from your final IMPACT score. An additional ten points will be deducted if you earn an overall rating of Slightly Below Standard again the next cycle.

If you receive a rating of Significantly Below Standard on any standard of the Core Professionalism rubric during a cycle, you will receive an overall rating of Significantly Below Standard for that cycle, and twenty points will be deducted from your final IMPACT score. An additional twenty points will be deducted if you earn an overall rating of Significantly Below Standard again the next cycle.

Please note that, if you are shared between two schools, the lower of your two Core Professionalism ratings for each cycle will be used for your final IMPACT score.

For more information about the scoring process, please see the Putting It All Together section of this guidebook.

SAMPLE RATING CHART
CORE PROFESSIONALISM (CP)

CORE PROFESSIONALISM (CP)	CYCLE ENDS 2/2	CYCLE ENDS 6/13	OVERALL
CP SCORE (Lowest of CP 1 to CP 4)	MEETS STANDARD	MEETS STANDARD	MEETS STANDARD
CP 1: Attendance	MEETS STANDARD	MEETS STANDARD	
CP 2: On-Time Arrival	MEETS STANDARD	MEETS STANDARD	
CP 3: Policies and Procedures	MEETS STANDARD	MEETS STANDARD	
CP 4: Respect	MEETS STANDARD	MEETS STANDARD	

If I have additional questions about Core Professionalism, whom should I contact?

Please contact the IMPACT team at 202-719-6553 or impactdcps@dc.gov.



MEETS STANDARD

SLIGHTLY BELOW STANDARD

CP 1 ATTENDANCE

Individual has **no** unexcused absences (absences that are in violation of procedures set forth by local school policy and by the relevant collective bargaining agreement).

Individual has **1** unexcused absence (an absence that is in violation of procedures set forth by local school policy and by the relevant collective bargaining agreement).

CP 2 ON-TIME ARRIVAL

Individual has **no** unexcused late arrivals (late arrivals that are in violation of procedures set forth by local school policy and by the relevant collective bargaining agreement).

Individual has **1** unexcused late arrival (a late arrival that is in violation of procedures set forth by local school policy and by the relevant collective bargaining agreement).

CP 3 POLICIES AND PROCEDURES

Individual **always** follows DCPS and local school policies and procedures (for example, procedures for submitting student discipline referrals, policies for appropriate staff attire, protocols for the Thirty-Minute Morning Block).

With rare exception, individual follows DCPS and local school policies and procedures (for example, procedures for submitting student discipline referrals, policies for appropriate staff attire, protocols for the Thirty-Minute Morning Block).

CP 4 RESPECT

Individual **always** interacts with students, colleagues, parents/guardians, and community members in a respectful manner.

With rare exception, individual interacts with students, colleagues, parents/guardians, and community members in a respectful manner.

SIGNIFICANTLY BELOW STANDARD

Individual has **2 or more** unexcused absences (absences that are in violation of procedures set forth by local school policy and by the relevant collective bargaining agreement).

Individual has **2 or more** unexcused late arrivals (late arrivals that are in violation of procedures set forth by local school policy and by the relevant collective bargaining agreement).

Individual **demonstrates a pattern** of failing to follow DCPS and local school policies and procedures (for example, procedures for submitting student discipline referrals, policies for appropriate staff attire, protocols for the Thirty-Minute Morning Block) OR individual has committed a **single egregious act** in violation of DCPS and/or local school policies and procedures as determined by the school leader.

Individual **demonstrates a pattern** of failing to interact with students, colleagues, parents/guardians, or community members in a respectful manner OR individual has committed a **single egregious act** of disrespect as determined by the school leader.

SUPPORTING YOUR SUCCESS

What resources are available to help me be successful?

Professional development is critical to our success as a school system. After all, the best schools are those focused on the learning of children *and* adults. This is why providing educators with outstanding support is a top district priority.

Below you will find more information about job-specific resources and learning opportunities designed to help you improve your practice.

CANVAS

Canvas (<https://dcps.instructure.com>) is an online platform that provides teachers with curricular resources across all subjects. Curricular resources are aligned with Common Core State Standards, Next Generation Science Standards, and other academic standards. These resources include scope and sequence documents, unit overviews, recommended anchor texts, suggested summative assessments, Cornerstones assignments, and many other resources.

Teachers may access these resources and sign up for relevant events and announcements by visiting <https://dcps.instructure.com> and logging in using their DCPS email address (first.last@dc.gov) and e-mail password. Should they have questions, teachers may contact canvas@dc.gov.

LEAP

LEAP is designed to help teachers develop their content expertise and become truly expert at teaching the DCPS Common Core-aligned curriculum and other course-specific content. To do this, teachers engage in a cycle of development in small, content-specific professional learning communities (LEAP Teams) led by content experts (LEAP Leaders). The specific details of the LEAP model are differentiated by subject area and role.



For ELA, Math, Science (high school), and Social Studies (high school) teachers, LEAP consists of a weekly cycle with three components:

1. A 90-minute LEAP Seminar. During this time, teachers deepen their content knowledge and hone their expertise at the teaching practices that are most important for their particular content area.
2. A 15-minute LEAP Observation. This brief observation is an opportunity for the teacher to apply his or her learning from the weekly seminar. It is intentionally brief to help the teacher and LEAP Leader hone in on key instructional practices.
3. A weekly LEAP 5P Debrief. During the 5P Debrief, the teacher has the opportunity to receive praise for the growth he or she is making, to process with his or her coach where improvements could be made, to prioritize one skill to focus on during the coming week, to plan an upcoming lesson with this skill in mind, and then to actually practice the skill with his or her coach.

All teachers participate in professional development days, which include opportunities to deeply explore course-specific content, unpack upcoming units of study, analyze student work, and collaborate with colleagues to plan and practice.

Teachers and LEAP Leaders have access to a dynamic, online platform that allows access to ongoing observation data, LEAP Seminar curriculum materials, and additional resources to support professional learning.

LEAP Leaders also receive robust supports. On a weekly basis, LEAP Leaders receive content resources to ensure they are setup to successfully lead their LEAP Teams and support their teachers at the school level. They also have opportunities to participate in quarterly workshops to develop adult leadership skills and build off of the learning from LEAP Summer Intensive. Finally, many LEAP Leaders in high-needs schools receive leadership coaching, which offers personalized development for LEAP Leaders to grow their adult and instructional leadership capacity.

For more information about LEAP, please contact the LEAP Team at LEAP@dc.gov or visit the LEAP page on Canvas at <https://dcps.instructure.com>.

FOR TEACHERS AND STAFF AT SPECIAL SCHOOLS

At International Baccalaureate (IB) Schools, specialized training is offered to support teachers and staff in implementing IB methods, with a focus on developing students' intellectual, personal, emotional, and social skills. The International Baccalaureate Organization also offers workshops and online training for teachers. More information is available at <http://www.ibo.org/events>.

DCPS UNION PARTNERS

Most DCPS staff members are represented by one of four valued union partners. Should employees have questions regarding their union membership, they may contact HR Answers at 202-442-4090. Our union partners include:

- **American Federation of State, County, and Municipal Employees (AFSCME) Local 2921:** American Federation of State, County, and Municipal Employees (AFSCME) members work in public schools throughout the nation in helping children realize their full potential. They do so by providing services critical to an effective and healthy learning environment — assisting in the classroom, and providing clerical and other support to teachers, administrators, and families. AFSCME Local 2921 represents DCPS' school-based clerical staff and educational aides. For more information, please visit www.districtcouncil20.org.
- **Teamsters Local 639:** The Teamsters union mission is to organize and educate workers toward a higher standard of living. Teamster contracts are the guarantors of decent wages, fair promotion, health coverage, job security, paid time off, and retirement income. Teamsters Local 639 represents DCPS' custodians and attendance counselors. For more information, please visit www.teamsters639.com.
- **Council of School Officers (CSO):** The Council of School Officers union (CSO) represents DCPS Administrators below the rank of Instructional Superintendent. The CSO works to bring about fair and equitable labor agreements such as contracts, fair wages, and job descriptions on behalf of their members who serve our students and communities. For more information, please visit www.councilofschoolofficers.org.
- **Washington Teachers' Union (WTU):** The Washington Teachers' Union (WTU) represents more than 5,000 members in Washington, D.C., including teachers, instructional coaches, counselors, library media specialists, and others. The WTU is dedicated to social and educational justice for the students of the District of Columbia and to improving the quality of support, resources, compensation, and working conditions for the public servants and proud teachers who educate our students in D.C. Public Schools. For more information, please visit www.wtulocal6.org.

PUTTING IT ALL TOGETHER

What does this section explain?

This section is designed to help you understand how all of the components of your assessment will come together to form an overall IMPACT score and rating. The process involves five steps.

Step 1

We begin by identifying your overall score for each component of your assessment. Recall that, for all components other than Core Professionalism, the score will always range from 4.0 (highest) to 1.0 (lowest).

Step 2

We then multiply each component score by its percentage from the pie chart at the beginning of this guidebook. This creates “weighted scores” for each component. The chart below provides an example.

SAMPLE SCORE

COMPONENT	COMPONENT SCORE	PIE CHART PERCENTAGE	WEIGHTED SCORE
Instructional Coach Standards (IC)	3.58	x 90	= 322.2
Commitment to the School Community (CSC)	4.00	x 10	= 40.0
Core Professionalism (CP)	Meets Standard	N/A	No Change
TOTAL			362

Step 3

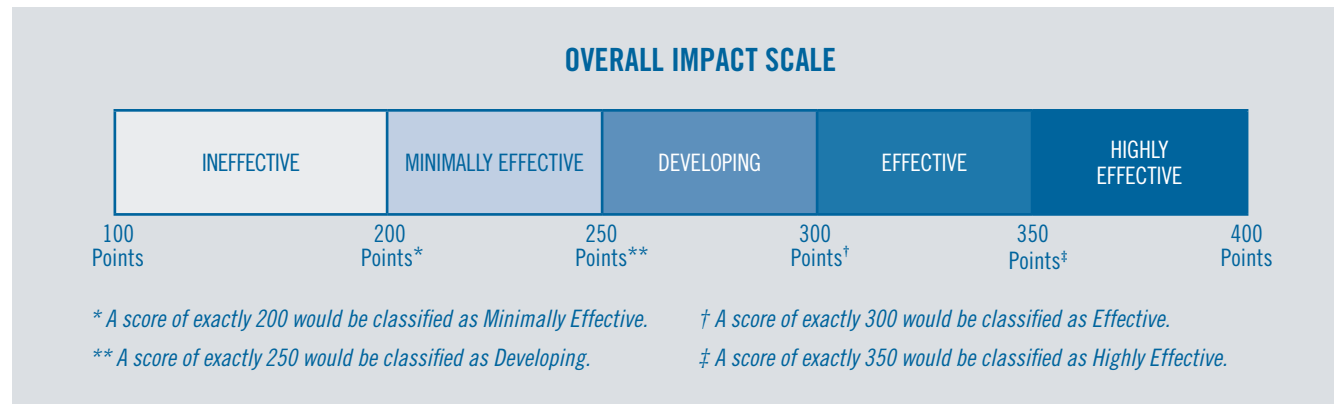
We then add the weighted scores to arrive at a total score. The total score will always be between 100 and 400.

Step 4

We then adjust your total score based on your rating for Core Professionalism. If your rating for this component is Meets Standard for both cycles, then your total score remains unchanged. If not, then 10 points are subtracted from your total score for each cycle in which your rating is Slightly Below Standard, and 20 points are subtracted for each cycle in which your rating is Significantly Below Standard. In the example above, the individual’s rating for all cycles is Meets Standard, so no points have been subtracted.

Step 5

Finally, we take your adjusted score and use the scale below to arrive at your final IMPACT rating.



Note: If you are not employed by DCPS for the entire year (for example, because you joined the school system partway through the year), or if, while employed by DCPS, you have an absence which causes you to miss one or more of your assessments, DCPS may at its discretion make adjustments to the IMPACT system to ensure that you receive a final IMPACT score for the year. These adjustments may include, among other things, changing deadlines, changing the number of assessments, and changing the type of assessment. Also, if unexpected circumstances interfere with the completion of one or more of your assessments, DCPS may nevertheless issue a final IMPACT score and consequences based on the remaining assessments. Finally, DCPS reserves the right to make any additional modifications to the IMPACT system during the school year. DCPS will provide notice of any such modifications prior to their implementation. (For the purposes above, “assessments” refers to observations, conferences, holistic reviews, data, and other means of measuring performance.)

What do these ratings mean?

Highly Effective: This rating signifies outstanding performance. Members of the Council of School Officers (CSO) and the Washington Teachers' Union (WTU) who earn this rating will be eligible for additional compensation as outlined in the *IMPACTplus* section of this guidebook.

Effective: This rating signifies solid performance. Individuals who earn this rating will progress normally on their pay scales.

Developing: This rating signifies performance that is below expectations. In addition, a CSO or WTU member who earns a Developing rating will be held at his or her current salary step until he or she earns a rating of Effective or Highly Effective. If, after three years, an individual does not move beyond the Developing rating, he or she will be subject to separation.

Minimally Effective: This rating signifies performance that is significantly below expectations. In addition, a CSO or WTU member who earns a Minimally Effective rating will be held at his or her current salary step until he or she earns a rating of Effective or Highly Effective. If, after two years, an individual does not move beyond the Minimally Effective rating, he or she will be subject to separation.

Ineffective: This rating signifies unacceptable performance. Individuals who receive this rating will be subject to separation.

Note: In very rare cases, a principal may recommend that a staff member be separated more expeditiously than outlined above if the staff member's performance has declined significantly from the previous year or if there is little evidence that she or he is improving. For example, a principal, in consultation with her or his instructional superintendent, may recommend that a staff member who has earned two consecutive Developing ratings, but who has shown no signs of growth, not be provided with a third year for improvement. In these very rare cases, a principal will need the approval of her or his instructional superintendent to submit a recommendation for early separation. A three-member panel comprised of senior leaders in DCPS will review the recommendation and issue a decision. Staff members will have the right to appeal the panel's decision through the Chancellor's Appeals Process.

If I have a concern about my rating, whom should I contact?

If you ever have a concern, contact the IMPACT team at 202-719-6553 or impactdcps@dc.gov.

If I earn a Minimally Effective rating and then a Developing rating, will I have one more year to improve?

Yes, you will have one additional year to improve your performance to Effective or Highly Effective. However, if you receive a third consecutive rating that is below expectations (i.e., Ineffective, Minimally Effective, or Developing), you will be subject to separation.

If I earn a Developing rating and then a Minimally Effective rating, will I have one more year to improve?

No. In this case, your performance will have declined from below expectations (Developing) to significantly below expectations (Minimally Effective). As a result, you will be subject to separation.

What can I do if I disagree with my final rating?

If you receive a final IMPACT rating of Ineffective, Minimally Effective, or Developing and you would like to appeal your rating, you may file a formal appeal to the Chancellor. A three-member panel comprised of senior leaders in DCPS will convene to review all appeals and provide a recommendation to the Chancellor who will make a final decision. More information regarding the Chancellor's Appeals Process and final IMPACT scores will be shared with eligible employees.

Note: Employees may have other appeals options available through their union's collective bargaining agreement and are encouraged to contact their union representative for more information.

Will my IMPACT evaluation be affected by my position at an Extended Year school?

No. For the 2016–2017 school year, your IMPACT evaluation will not be affected if your school transitioned to Extended Year. You will continue to receive all components of your evaluation, as indicated in your guidebook, with the same deadlines as schools that have not transitioned to Extended Year.

IMPACT*plus* — WTU

What is IMPACT*plus*?

IMPACT*plus* is a performance-based compensation system for members of the Washington Teachers' Union (WTU) and Council of School Officers (CSO) who are evaluated under IMPACT.

Who is eligible for IMPACT*plus*?

Any WTU member who earns an IMPACT rating of Highly Effective is eligible for an annual bonus. Teachers in Groups 1–7 at high-poverty schools are eligible for base salary increases upon reaching the Advanced, Distinguished, or Expert LIFT stages.

How do I know if I am a WTU member?

Teachers, instructional coaches, counselors, library media specialists, and others are part of the WTU. If you are not sure about your status, you may contact Human Resources at 202-442-4090 or the WTU at 202-293-8600.

How will I know if I received a Highly Effective rating?

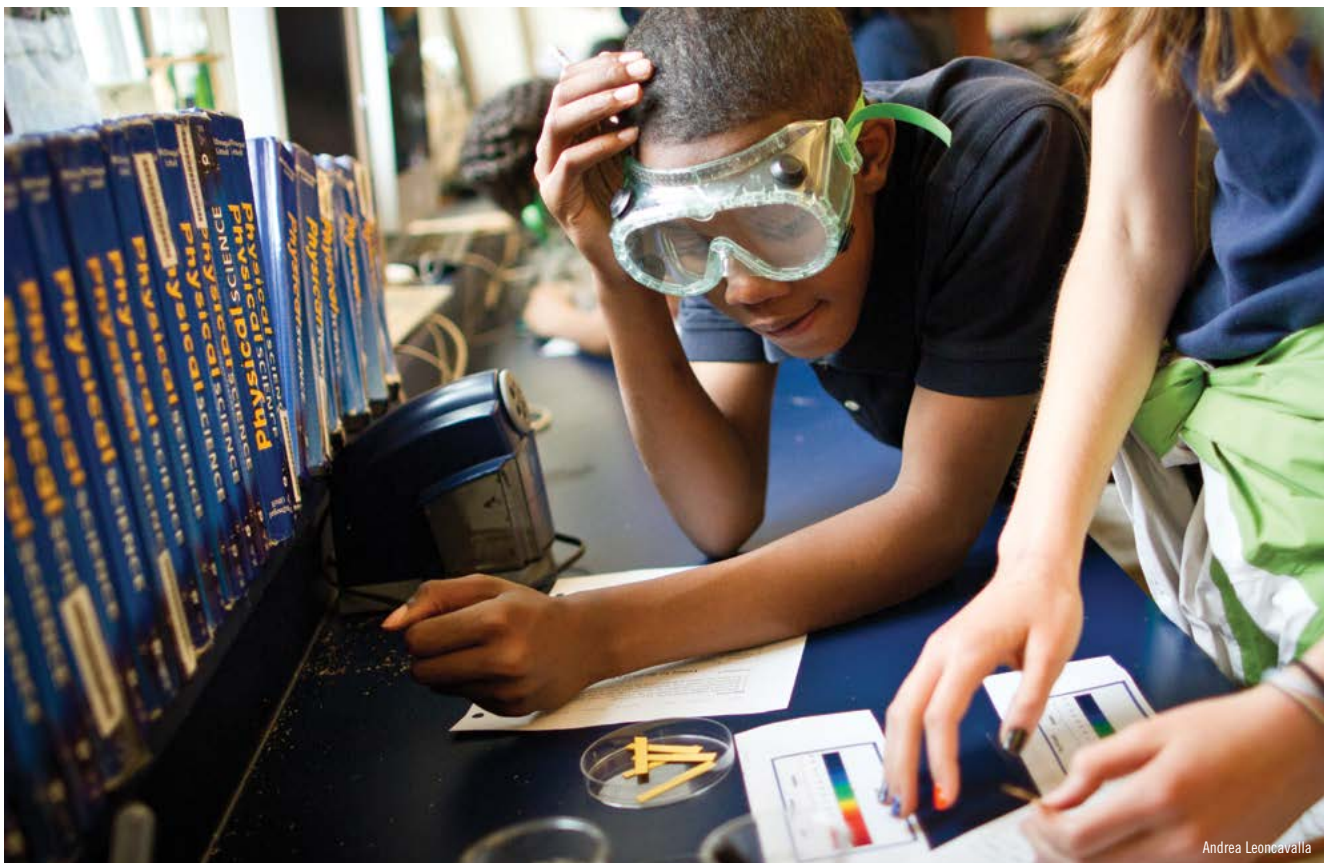
To access this information, log into the IMPACT database at impactdcp.dc.gov. If you need assistance logging in, you may contact the IMPACT team at 202-719-6553 or impactdcp@dc.gov.

Do I need to be a “full” union member to be eligible for IMPACT*plus*?

No. You only need “agency fee” status to be eligible for IMPACT*plus*. To learn more about this status, you may contact the WTU at 202-293-8600.

How does it work?

For instructional coaches, IMPACT*plus* has two parts: an annual bonus and an increase in base salary.



Andrea Leoneavalla

PART 1: ANNUAL BONUS

How does the annual bonus work?

The chart below describes the bonus structure.

YOUR IMPACT RATING	YOUR SCHOOL'S POVERTY LEVEL	YOUR BONUS	YOUR ADD-ON IF YOU ARE IN ONE OF THE 40 TARGETED SCHOOLS	YOUR TOTAL POSSIBLE ANNUAL BONUS
Highly Effective	High-Poverty	\$10,000	Additional \$10,000	\$20,000
	Low-Poverty	\$2,000	n/a	\$2,000

How do I know my school's poverty level?

Each school's poverty level is listed on the DCPS website at dcps.dc.gov/page/impactplus. If you work at more than one school, we will use the average of your schools' free and reduced-price lunch rates.

Why do instructional coaches in high-poverty schools receive higher bonuses?

One of the goals of *IMPACTplus* is to help our highest-poverty schools attract and retain outstanding staff members. This is why we are offering higher bonuses to the individuals who serve in these schools.

Why do instructional coaches who work in the 40 targeted schools receive a special add-on?

One of the goals outlined in DCPS's five year strategic plan, *A Capital Commitment*, is that by 2017, our 40 lowest-performing schools will increase proficiency rates by 40 percentage points. We felt it was appropriate to recognize the most effective educators in these schools with higher bonuses, given the additional challenges they face.

How do I know if I work in one of the 40 targeted schools?

If you are not sure, please ask your administrator. You may also contact the IMPACT team at 202-719-6553 or impactdcps@dc.gov.

If I retire at the end of the 2016–2017 school year, will I be eligible for the bonus?

Yes.

Will the bonus count toward my pension calculation?

No.

If I resign at the end of the 2016–2017 school year, will I be eligible for the bonus?

No. In addition to recognizing and rewarding excellent staff members, *IMPACTplus* aims to retain them. Thus, to be eligible for the bonus, you must be employed by DCPS, or be a new entrant to the retirement system, at the time of the bonus distribution.

If I am separated from the school system for disciplinary reasons, will I be eligible for the bonus?

No.

If I am employed by DCPS for only part of the school year, will I receive the full bonus?

No. Assuming you are employed by DCPS (or are a new retiree) at the time of the bonus distribution, your bonus will be prorated according to the number of full months you worked during the school year in which you earned the Highly Effective rating.

Are there any conditions attached to accepting this bonus?

Yes. After accepting the bonus, you will no longer have access to the “extra year,” early retirement, or buyout options if you are excessed at any time in the future and cannot find a placement at another school. To learn more about these options, please consult the WTU contract (Section 4.5.5) at wtulocal6.org.

Am I required to accept the bonus?

No. If you would prefer not to give up the “extra year,” early retirement, or buyout options related to excessing, you may forgo the bonus.

If I have additional questions about the annual bonus, whom should I contact?

Please contact the IMPACT team at 202-719-6553 or impactdcps@dc.gov.

How will I communicate with DCPS whether I want to accept the bonus?

Once final IMPACT ratings are available, the IMPACT team will notify you via email if you are eligible for an IMPACT*plus* bonus. You will submit your acceptance decision by logging into the IMPACT database at impactdcps.dc.gov. DCPS will provide more details at that time.

When will I receive my bonus?

Upon confirmation that you have returned to DCPS the following school year or retired, DCPS will disburse all bonuses by the end of the calendar year in which they are earned.

Will the bonus be subject to District of Columbia and federal taxes?

Yes.

If I earn a Highly Effective rating again in the next school year (2017–2018), will I be eligible for another bonus?

Yes. You will be eligible every year that you earn a Highly Effective rating.

PART 2: INCREASE IN BASE SALARY

How does the increase in base salary work?

If you earn a Highly Effective rating two years in a row and work in a high-poverty school, you will be eligible for an increase in your base salary.

How will it work?

We will increase your base salary in two ways. First, we will move you to the master's degree salary band if you are not already there. Second, we will grant you a service credit, meaning we will pay you as if you had additional years in the system.

IMPACT RATINGS FOR TWO CONSECUTIVE YEARS	YOUR SCHOOL'S POVERTY LEVEL	YOUR SERVICE CREDIT
Highly Effective	High-Poverty	5 Years

For example, let's imagine that it is the end of the 2016–2017 school year and you just earned your second consecutive Highly Effective rating in a high-poverty school. Let us also suppose that you just finished your seventh year of service. For the 2017–2018 school year — your eighth year of service — we would actually pay you as if you were in your thirteenth year (8 years + 5 years of credit).

Will the service credit count for retirement eligibility?

No. Your retirement eligibility will still depend on the actual number of years you have worked in the school system.

If I earned a Highly Effective rating last school year (2015–2016), am I halfway to qualifying for the increase in base salary?

Yes. If you earn a Highly Effective rating again during the 2016–2017 school year, you will qualify for the increase in base salary.

To earn the five-year service credit, do both of my Highly Effective ratings need to be in schools with a free or reduced-price lunch rate that is considered High-Poverty?

Yes.

Are there any conditions attached to accepting the increase in base salary?

Yes. After accepting the increase, you will no longer have access to the “extra year,” early retirement, or buyout options if you are excessed at any time in the future and cannot find a placement at another school. To learn more about these options, please consult the WTU contract (Section 4.5.5) at wtulocal6.org.

Am I required to accept the increase in base salary?

No. If you would prefer not to give up the “extra year,” early retirement, or buyout options related to excessing, you may forgo the increase in base salary.

What happens when I reach the highest salary on the master's degree band?

If you continue to earn Highly Effective ratings, we will move you to the highest salary on the PhD band.

If I have additional questions about the increase in base salary, whom should I contact?

Please contact the IMPACT team at 202-719-6553 or impactdcps@dc.gov.

IMPACT*plus* — CSO

What is IMPACT*plus*?

IMPACT*plus* is a performance-based compensation system for members of the Washington Teachers' Union (WTU) and Council of School Officers (CSO) who are evaluated under IMPACT.

Who is eligible for IMPACT*plus*?

All CSO members who earn a final IMPACT rating of Highly Effective are eligible for performance-based compensation under IMPACT*plus*.

How do I know if I am a CSO member?

The CSO represents school-based administrators and certain related service providers; a list of CSO positions may be found in the CSO contract. If you are not sure about your status, you may contact Human Resources at 202-442-4090 or the CSO at 202-526-4700.

How does the annual bonus work?

The chart below describes the bonus structure.

YOUR IMPACT RATING	YOUR SCHOOL'S POVERTY LEVEL	YOUR BONUS	YOUR ADD-ON IF YOU ARE IN ONE OF THE 40 TARGETED SCHOOLS	YOUR TOTAL POSSIBLE ANNUAL BONUS
Highly Effective	High-Poverty	\$1,500	\$500	\$2,000
	Low-Poverty	\$1,000	n/a	\$1,000

How do I know my school's poverty level?

Each school's poverty level is listed on the DCPS website at dcps.dc.gov/page/impactplus. If you work at more than one school, we will use the average of your schools' free and reduced-price lunch rates.

Why do CSO members in high-poverty schools receive higher bonuses?

One of the goals of IMPACT*plus* is to help our highest-poverty schools attract and retain outstanding staff members. This is why we are offering higher bonuses to the individuals who serve in these schools.

How will I know if I received a Highly Effective rating?

To access this information, log into the IMPACT database at impactdcps.dc.gov. If you need assistance logging in, you may contact the IMPACT team at 202-719-6553 or impactdcps@dc.gov.

Do I need to be a "full" union member to be eligible for IMPACT*plus*?

No. You only need "agency fee" status to be eligible for IMPACT*plus*. To learn more about your status, you may contact the CSO at 202-526-4700.

Why do CSO members who work in the 40 targeted schools receive a special add-on?

One of the goals outlined in DCPS's five year strategic plan, A Capital Commitment, is that by 2017, our 40 lowest-performing schools will increase proficiency rates by 40 percentage points. We felt it was appropriate to recognize Highly Effective staff in these schools with higher bonuses, given the additional challenges they face.

How do I know if I work in one of the 40 targeted schools?

If you are not sure, please ask your administrator. You may also contact the IMPACT team at 202-719-6553 or impactdcps@dc.gov.

If I *retire* at the end of the 2016–2017 school year, will I be eligible for the bonus?

Yes.

Will the bonus count toward my pension calculation?

No.

If I *resign* at the end of the 2016–2017 school year, will I be eligible for the bonus?

No. In addition to recognizing and rewarding excellent staff members, IMPACT*plus* aims to retain them. Thus, to be eligible for the bonus, you must be employed by DCPS, or be a new entrant to the retirement system, at the time of the bonus distribution.

If I am separated from the school system for disciplinary reasons, will I be eligible for the bonus?

No.

If I am employed by DCPS for only part of the school year, will I receive the full bonus?

No. Assuming you are employed by DCPS (or are a new retiree) at the time of the bonus distribution, your bonus will be prorated according to the number of full months you worked during the school year in which you earned the Highly Effective rating.

When will I receive my bonus?

Upon confirmation that you have returned to DCPS the following school year or retired, DCPS will disburse all bonuses by the end of the calendar year in which they are earned.

Will the bonus be subject to District of Columbia and federal taxes?

Yes.

If I earn a Highly Effective rating again in the next school year (2017–2018), will I be eligible for another bonus?

Yes. You will be eligible every year that you earn a Highly Effective rating.

If I have additional questions about the annual bonus, whom should I contact?

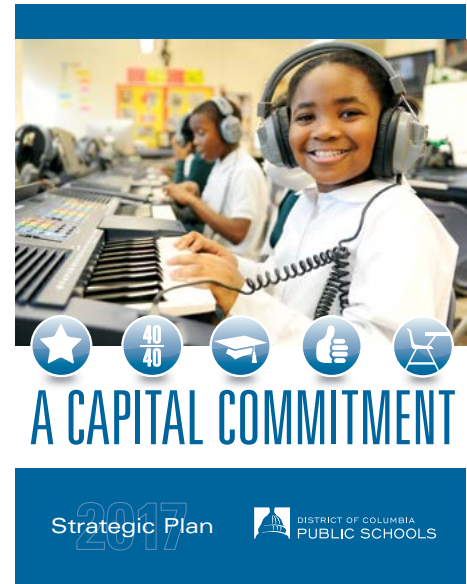
Please contact the IMPACT team at 202-719-6553 or impactdcps@dc.gov.

CONCLUDING MESSAGE

This system is called “IMPACT” because you, the adults serving in our schools, have the ability to make a dramatic, positive impact on our students’ lives. You are the most important lever of change in our school system.

Our strategic plan, *A Capital Commitment*, is an ambitious vision of what our collective impact will be by 2017, and it is our opportunity — as individual educators, as an entire school system, and as a broader community — to truly prove what’s possible.

While the goals we have set are bold, they represent what we can and must do, together, to ensure that our students receive a first-rate education that will open a world of possibilities for them.





DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

1200 First Street, NE
Washington, DC 20002
www.dcps.dc.gov