Minnesota Department of **Education**

Document Review Report
Q Comp Program Review 2012-13

District:

Teacher Leader Elements	Complete/Incomplete	Reason for Incomplete – Next Steps
Teacher leader positions paid for through Q Comp are listed.		
One or more positions responsible for each of the following are listed: mentoring, coaching, teacher observation/evaluation, facilitating team meetings, and field-testing/researching instructional strategies.		
Revised teacher leader job descriptions that have changed since last year are uploaded to SharePoint, if applicable.		
The hiring process is described for each new teacher leader position hired this year, if applicable.		
How all teacher leaders were (or will be) evaluated is described. A blank evaluation form, survey, or both for each teacher leader is uploaded to SharePoint.		
How the results of the teacher leader evaluation impacts salary augmentation, retention of the position, or both is described.		

Job-embedded Professional Development Elements	Complete/Incomplete	Reason for Incomplete – Next Steps
The configuration of learning teams and the number of people on each team are described.		
How often and for how long learning teams are expected to meet are described.		
How the district or site monitors learning team meetings to ensure teams are meeting for the expected frequency and length is described.		
The connection between learning team meeting content and classroom instruction is described.		
Instructional strategies that were identified, introduced and practiced in elementary and secondary learning team meetings are listed, and the impact the work of the learning teams has had on classroom instruction and student achievement is described.		
The connection between learning team meeting content and classroom observations is described.		
Set of four consecutive learning team meeting minutes for the same team for one elementary and one secondary team is uploaded to SharePoint.		

Teacher Observation/Evaluation Elements	Complete/Incomplete	Reason for Incomplete – Next Steps
The process used to observe/evaluate licensed staff members each year and how often it occurs are explained.		
The positions that make up the team of observers are listed, and How it is ensured that at least two members of this team observe each licensed staff member during the year is explained.		
The initial and ongoing training for all observers/evaluators is described.		
The training for all licensed staff on the observation/evaluation process is described.		
The feedback provided to teachers regarding their observations/evaluations and how this helps them track growth and progression toward the attainment of the standard for performance pay are described.		
The pre-observation conference process is described.		
The post-observation conference process is described.		
How self-analysis and reflection are included in the observation/evaluation process is described.		
Whether or not there are any licensed staff members who do not participate in the observation/evaluation process is indicated, and what is being done to reduce this number is explained, if applicable.		
Four completed observation/evaluation forms, with names redacted, are uploaded to SharePoint. All forms include a rubric with ratings and comments.		

Performance Pay Elements	Complete/Incomplete	Reason for Incomplete – Next Steps
The amount of performance pay that an individual teacher can earn is listed in each of the following categories: schoolwide goal attainment, measures of student achievement, teacher observation/evaluation, "Other" (if applicable) and a total amount.		
The type of goal (grade level, team or classroom) for the measure of student achievement is identified, and how equity is ensured across these goals is explained.		
The standard of performance that tenured and probationary teachers must demonstrate to earn performance pay is explained.		
How it is determined if performance pay has been earned under the "Other" category is explained, if applicable.		
How performance pay was communicated to all staff, both returning and new, is explained. Handouts or worksheets given to teachers are uploaded to SharePoint, if applicable.		