



# Illinois State Board of Education

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## *Questions and Answers for 03/09/16 Employee Evaluations Webinar*

### **1. Who is required to enter evaluations for the 2015-2016 school year?**

Per 105 ILCS 5/24A, the bottom 20% of school districts and Race to the Top districts are required to participate in Evaluations in the 2015-2016 school year. These districts were notified through an IWAS blast to the superintendent.

If your district has not been notified that you are required to participate, participation is optional (but encouraged) for the 2015-2016 school year.

### **2. Once the evaluations are entered into the EIS (Employment Information System) will other districts and/or the public be able to access this information?**

The evaluation information that is entered into EIS will not be available to other districts or the public. The district superintendent is the only person who may grant access to his/her districts' information.

### **3. Will evaluations be entered for all district staff – certified, administration, paraprofessionals, and others?**

Evaluations are only to be entered for certified staff and principals. The included position and position codes are listed below:

<b>Employment Information System (EIS)</b>	
<b>Position Codes</b>	
<b>Position code</b>	<b>Position</b>
<b><i>Regular Education Administrative</i></b>	
103	Principal
104	Assistant Principal
<b><i>Regular Education Instructional</i></b>	
200	Teacher
201	Reading Teacher
202	Bilingual Education Teacher
203	English as a Second Language Teacher
204	Visiting International Teacher
207	Speech Language Pathology Teacher
<b><i>Special Education Instructional</i></b>	
250	Special Education Teacher
251	Bilingual Special Education Teacher

Employment Information System (EIS)	
Position Codes	
Position code	Position
601	Resource Teacher Arts(Visual Art, Music, Drama, and Theatre)
602	Resource Teacher History
603	Resource Teacher Government/Civics/Political Science
604	Resource Teacher English/Language Arts
605	Resource Teacher Reading
606	Resource Teacher Math
607	Resource Teacher Science (all sciences)
608	Resource Teacher Foreign Language
609	Resource Teacher Economics
610	Resource Teacher Elementary
611	Resource Teacher Other

**4. What evaluation data do we report?**

For the purpose of this data collection, only the **final summative rating** is reported.

**5. Is the evaluator the person being evaluated?**

The evaluator is the person doing the evaluation.

**6. One of my principals has completed modules 1-4 and is qualified. The principals has not yet completed module 5 as we are not required to implement student growth until the 2016-2017 school year. When I try to enter the principal into the system as the evaluator it says he/she is not qualified. How can I enter the principal into the system as a qualified evaluator?**

EIS is looking to see if the Evaluator has either specificity codes “ETGM” (Modules 1-5) or “EPGM” (Modules 1-5). If we find the Evaluator has the correct specificity code for either the Educator or Principal being evaluated, we allow the record to be created. Since Student Growth is included in the summative rating, an Evaluator must have successfully completed modules 1-5 and have the specificity codes listed above to be a valid Evaluator in EIS.

**7. Our principal evaluations do not have a final summative rating like our teacher evaluations. What rating will we need to enter for principals?**

Per law, they have to be evaluated in a similar manner, as stated in the school code: *“By September 1, 2012, principals, assistant principals, teachers in contractual continued service (i.e., tenured teachers) and probationary teachers (i.e., non-tenured teachers) be*

*evaluated using a four-category rating system (“Excellent,” “Proficient,” “Needs Improvement” and “Unsatisfactory”).*

- 8. My understanding of the actual requirements stipulates a school district is to provide the state with aggregate information; it does not stipulate individualized results, as required by EIS submission.**

ISBE will aggregate the data entered into EIS and report the aggregate information out on the Illinois State Report, as per 105 ILCS 5/24A-20 of school code.

- 9. Do special education cooperatives and vocational schools have to enter this data?**

Special Education Cooperatives and Vocational Schools will use the same method in EIS to enter data, as presented in the webinar.

- 10. If a tenured teacher is not evaluated this year, should we enter last year’s evaluation rating? Will we get an error message if the field is left blank?**

Only the final summative rating for the 2015-2016 school year is to be used for this collection. ISBE realizes that some tenured teachers will be in an “off” (not evaluated) year. You will get an error message at this time if the field is left blank – this will be corrected after the initial pilot of the collection.

- 11. How should we determine the termination code of an employee due to evaluation scores versus non-renewal verses reduction in force?**

There are specific termination codes for each instance. See below:

<b>EMPLOYMENT INFORMATION SYSTEM (EIS)</b>		
<b>Employment End Reason Codes</b>		
<b>Code</b>	<b>Value</b>	<b>Data Type</b>
01	Retirement	char(2)
02	Resignation	char(2)
03	Death	char(2)
04	Reduction in Force	char(2)
<b>06</b>	<b>Termination Due to Evaluation Results</b>	<b>char(2)</b>
07	Termination (Other)	char(2)
99	Remove Record	char(2)

- 12. What is the deadline for entry of the 2015-2016 information?**

August 1, 2016 is the deadline for entry.

**13. How will this data be reported on the school report card? I only have one principal in my district – will this information be reported?**

ISBE is still working with Northern Illinois University on how this data will be reported externally when the 2015-2016 information goes live in October 2016. For districts with less than an 'n size' or sample size of 10, that information will not be reported.

**14. Who should enter the evaluations into the system?**

Evaluations must be entered by someone with access to EIS; your Superintendent can grant access to EIS to relevant staff.