

THE ADVOCATE

Update on the Professional Performance Process (PPP)

Four years ago, the Prince William County School Board requested an update of the current evaluation system. The Professional Performance Process (PPP) was developed based on standards adopted by the Virginia Department of Education. This past year, Governor McDonnell directed the Virginia Department of Education to create an evaluation instrument that could be used statewide. The PPP meets these requirements.



PWEA has been involved in the development of the Professional Performance Process from the beginning. Our ideas, comments, questions, and concerns were heard! PWEA representatives participated in all trainings and are part of the PPP Core Team.

STANDARDS:

The PPP Standards are aligned with the Virginia Standards for Professional Practice of Teachers, providing clear and defined standards for the performance of educators. They are:

1. Knowledge of Students
2. Knowledge of Content
3. Planning, Delivery, & Assessment of Instruction
4. Safe, Effective Learning Environment
5. Communication & Collaboration
6. Professionalism

ARTIFACTS AND EVIDENCE:

The question that has been asked the most is, “What is the difference between an **artifact** and **evidence**?” An **artifact** is part of a collection of **evidence** that supports professional growth or organizational effectiveness. A quality **artifact** reflects the employee’s thought processes and provides **evidence** of meeting a specific outcome or standard. **Artifacts** can be almost anything: writing samples, lesson/unit plans, lesson write-up, newsletter, anecdotal records, professional development logs, informal assessments. **Artifacts** become **evidence** when we use them to show impact and growth. **Artifacts** should be the foundation for conversations among employees and between employees and administrators as they seek to enhance practice and improve student achievement (What’s working? How do we know?). **Evidence** is not just a piece of paper. It can include observations, conversations, reflections, and anything that shows student learning or growth.

A common misbelief is that the PPP is a portfolio. It is not! While the employee is collecting/identifying artifacts that may demonstrate the impact of practice, they should be aware that there are numerous differences between a portfolio and collection of evidence. More is certainly not always better! **THINK ABOUT THIS:**

Portfolio:

- *Shows your best
- *One-time showing
- *Summative
- *Quantity

Collection of Evidence:

- *Shows how you have grown & how your students have grown/improved
- *Shown periodically
- *Formative
- *Quality

SMART GOALS:

SMART goals are developed at the beginning of the year and discussed with your evaluating supervisor. SMART goals are: **S**pecific, **M**easurable, **A**ttainable, **R**esult-Oriented, **T**ime-Bound goals that are created to improve student achievement. These goals are listed on the PPP-1 (Professional Growth Plan).

FORMS:

Form Number	Name of Form	When Completed	Completed by Whom
PPP-1	Professional Growth Plan	Beginning of School Year	All Employees
PPP-2	Mid-Year Report	Looked at Mid-Year	Probationary Educators
PPP-3	Summative Evaluation Report	End of School Year	Probationary Educators and Year Officially Observed
PPP-4	Observation Report	When Observed (formally or informally)	All Employees
PPP-5	Professional Improvement Plan	Any time performance is Not Meeting Standards	All Employees

TIMELINE:

Year	Who
2009-2010 (Pilot Year)	*17 schools *Department of Human Resources
2010-2011	*28 schools *Offices of Student Learning, Professional Development & Special Education *Teaching Assistants in 1 st year pilot schools *Classified Employees in Dept. of Human Resources
2011-2012	*All schools *Teaching Assistants in 1 st and 2 nd year schools *Classified Employees in Offices of Student Learning, Professional Development & Special Education
2012-2013	*All Teaching Assistants *All Classified Employees in PWCS *All Classified Employees in Central Office

RUBRIC:

The PPP Rubric is a tool for discussion and evaluation. There are three levels: **Exceeds Standards, Meets Standards, and Does Not Meet Standards.**

- **Does Not Meet:** Covers a wide range of performance; it is possible to be on this level at the beginning of the year & progress as the year progresses
- **Meets:** Everything employees do every day
- **Exceeds:** In order to Exceed, an employee must achieve Meets Standards first. Doing your job does not equal Exceeds; one must go beyond the normal day-to-day routine (learn, share, implement, improve, EXCEEDS)

Transparency is essential during this transition. Everything related to the PPP can be found on the Intranet, including: Forms, Frequently Asked Questions, Procedures, and General Information.

Employees can appeal any Does Not Meet Standard on the Summative Evaluation within 15 days of receiving the Summative Evaluation Report (PWCS Regulation 571-1).

Employees should have input into the formation of a PIP (Professional Improvement Plan).

For more information, contact the PWEA office at 703-361-2444.

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