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MPS Career Ladder Career Level

**2007-2008**

**Special Education**

**Student Achievement**

**Guide**

for

**Career Level Steps 1, 2, and 3**

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This supplement to the CLASS Handbook and the 2007-2008 Student Achievement Plan and Results Application Guides for Phase A and Phase B is for new and currently placed educators who are submitting a Special Education Student Achievement Package for 2007-2008 application for 2008-2009 placement.

Questions regarding the contents should be directed to your assigned student achievement Coach first, then can be directed to a Career Ladder Specialist:

- ◆ Carol Anderson – 472.0351
- ◆ Janie Hydrick – 472.0346
- ◆ Sandee Coppola – 472.0347

**NOTE:** Please discard any CLASS Handbook or Guide that has a print date prior to 6/07.

# Introduction to the Special Education Student Achievement Package

The Special Education Student Achievement Package is a student achievement documentation option for Career Level Special Education teachers with direct student contact. The Student Achievement Plan and Results for Phase A and Phase B model also continues to be an option for Special Education student achievement documentation. All criteria and guidelines for Phase A and Phase B models are found in the 2007-2008 Student Achievement Plan and Results Application Guides for Phase A and Phase B which can be accessed at [www.mpsaz.org/cl](http://www.mpsaz.org/cl).



## Support for Special Education Student Achievement

We look forward to supporting you in presenting student achievement evidence through documentation of your classroom instruction and assessment. The following resources are available.

### **CLASS Handbook**

In the 2007-2008 CLASS Handbook you will find information that

- guides the Career Ladder program implementation,
- describes how the Career Ladder program supports Mesa Public Schools,
- explains the application process for the individual component, and
- identifies professional opportunities and services that help educators improve teaching skills while focusing on student learning

### **Career Level Application Guide**

- The Student Achievement Plan and Results Application Guides for Phase A and Phase B includes supporting information for evaluation criteria, a glossary, and other pertinent information. It is an excellent source of information for completing the student achievement process.

### **Student Achievement Coach**

- A Student Achievement Coach will be assigned to you. Your Coach can provide a great deal of support with the Student Achievement Plan and Results process.
- Coaches have full-time teaching positions, so it is often important for them to be able to call educators at home in the evening or on weekends. Your Coach will return your call within two working days to establish a mutually convenient time for you to work together.

### **Career Ladder Staff**

- The staff in the Career Ladder department are available to support you with any phase or component of the application process for placement. Staff names and contact numbers are published in The Common Key.

### **Career Ladder Website**

- The Career Ladder website ([www.mpsaz.org](http://www.mpsaz.org)) is an excellent source of Career Ladder information. Student achievement forms can be downloaded from this site. Information about professional learning opportunities and application forms are also available online.

### **The Common Key**

- The Common Key newsletter provides reminders and timely updates in each issue regarding the student achievement process.
- The Common Key newsletter is sent to educators at all sites and is also available at [www.mpsaz.org/cl](http://www.mpsaz.org/cl)

# Special Education Student Achievement Evaluation Instruments

Three evaluation instruments have multiple applications throughout the Career Level Special Education student achievement documentation process. The three evaluation instruments which include specific, measurable criteria are

- 2007-2008 Special Education PLAN Checklist (for fall submission) – SESA BLM 5
- 2007-2008 Special Education Data Collection Checklist (for spring submission) – SESA BLM 9
- 2007-2008 Special Education RESULTS Checklist (for spring submission) – SESA BLM 10-11

These evaluation tools are included in your blackline masters even though they are not required to be submitted with your materials. They are useful to you as an instructional guide while preparing materials and also as a self-assessment checklist. These are the instruments used by Coaches when evaluating submissions. Finally, they serve as a means of feedback and communication when discussing criteria which have been met or which may require additional information or revision. The three checklists are colored pages for quick reference.

## Feedback and Improvements

Your student achievement materials are evaluated by at least two Student Achievement Coaches who reach consensus. You will receive feedback that

- your Plan or Results submission meets all criteria, or
- additional information or specific improvements are required, or
- missing components must be submitted

Your Coach will be available with feedback and support for improvements. We encourage you to initiate a pre-submission conference with your Coach to facilitate understanding of criteria. Career Ladder staff are also available for questions regarding documentation and criteria.

# Career Level Timeline for Application with Special Education Student Achievement Package Steps 1, 2, and 3

These pages provide a timeline for the Career Level application process  
using the Special Education Student Achievement Package.

**New applicants and currently placed applicants may access 2007-2008 application materials in any of three ways:**

1. *Online* ([www.mpsaz.org/cl](http://www.mpsaz.org/cl)) **OR**
2. *Call* 472.0350 or stop by the Career Ladder Department (Building #4, 549 N. Stapley Dr.) **OR**
3. *Attend a Career Level Workshop* (Check August and September issues of The Common Key for dates and times. Call 472.0356 to register.) The focus of the Career Level workshop is the Student Achievement Plan and Results, Phase A and Phase B models. While the content conceptually applies, the Special Education model is not directly addressed.

### Activities to complete:

### Documents to submit\*:

#### Fall Submission

- Confirm that the Special Education Student Achievement Package is the student achievement documentation model that best fits your needs.
- Using the Special Education PLAN Checklist (SESA BLM 5) as a guide, compile materials listed in the right column for your fall submission.
- Self-assess using the Special Education PLAN Checklist (SESA BLM 5).
- Complete the Fall/Plan Educator-Administrator Conference Form. Obtain your administrator's signature.
- Submit Fall materials listed in the box to the right no later than September 17, 2007. Also refer to the SESA Fall Application Label (SESA BLM 1).

- Meet with your Coach for feedback, if requested.
- Submit necessary Plan improvements to meet all Plan criteria by December 17, 2007.

#### Special Education Student Achievement FALL Materials

- Student Achievement Plan Overview Form (SESA BLM 6)
- Ten or more student IEP goals
- Postassessment information
- Benchmark assessment information
- Starting Point for Instruction information
- Interventions (if different from BLM 9)
- Self-Reflection Checklist (SESA BLM 7)

#### Professional Record

- Fall/Plan Educator-Administrator Conference Form (BLM 3)

\*Blackline masters can be downloaded at [www.mpsaz.org/cl](http://www.mpsaz.org/cl)

### Activities to complete:

### Documents to submit:

#### Implementation

- Assess and record a current year starting point for instruction for each documented IEP goal no later than the end of the first quarter.
- Record other Special Education assessment and intervention data (benchmark/quarterly scores and/or postassessment) as goals are implemented throughout the 26-week documentation period.
- Engage in an educator-coach dialogue or complete educator results reflection if you are a Step 3 educator (Handbook, page 14). Complete the response form (BLM 19) so that it will be ready for you to include as part of your Results submission.

**Career Level Timeline for Application with  
Special Education Student Achievement Package, Steps 1, 2, and 3 (continued)**

**Activities to complete**

**Documents to submit\*:**



**Spring Submission**

When your documentation period ends

- Using the Special Education Data Collection Checklist (SESA BLM 10) as your instructional guide, finalize your data collection documents:
  - ✓ Special Education Annual Goals and Benchmarks forms, or  
data collection forms, or  
documents you use to record preassessment, benchmark data, and postassessment data for each documented goal
  - ✓ Be certain all identifying names or information have been removed.
- Use the Data Collection Checklist (SESA BLM 10) to self-assess.
- Using the Special Education RESULTS Checklist, analyze and reflect upon your data and goal implementation by responding in writing to the prompts and include the responses in your spring submission.
  - ✓ Use the 2007-2008 Special Education RESULTS Checklist (SESA BLM 11-12) to access the Data Analysis and Reflection prompts and to self-assess. This blackline master will expand to accommodate your responses, or you may label your responses on separate paper.
  - ✓ If Step 3, complete the Educator-Coach Dialogue Response Form (BLM 19 or labeled separate paper) and include it in your spring submission.
  - ✓ Use the information in Professional Writing Standards as a guide (Handbook, pages 6-8).
- Submit your Student Achievement RESULTS materials **on or before** April 14, 2008, to receive evaluation and feedback no later than May 12, 2008.

If you submit your Student Achievement RESULTS materials **after** April 15, 2008, you will receive evaluation and feedback after the summer evaluation process.

- Submit all the Professional Records spring materials listed at the right no later than June 2, 2008.
- Use the Professional Records Checklist (BLM 21) as a self-assessment.
  - ✓ Current-year MPS District Teaching Evaluation (Handbook, pages 10-11)
  - ✓ Higher Level Instructional Responsibility description and reflection (Handbook, page 12)

**Special Education Student Achievement RESULTS Materials**

- Data collection documents (educator-determined; for each student goal)
- Data Analysis and Reflection Responses (included on the Special Education RESULTS Checklist, SESA BLM 11-12 or labeled separate paper)
- Educator-Coach Dialogue Response Form (BLM 19 or labeled separate paper)

**Professional Records**

- Spring/Results Educator-Administrator Conference Form (BLM 4)
- MPS District Teaching Evaluation
- Higher Level Instructional Responsibility Documentation Form(s) (BLM 18)

\*Blackline masters can be downloaded at [www.mpsaz.org/cl](http://www.mpsaz.org/cl)

