Instructions for TIA System Application: Cohorts A and B

I. Directions Tab

1. Save this document to your computer or local network drive. Under "File" click "Save As" and select the location where you want to save this file.
2. You can choose to rename it when you "Save As."
3. Work from the copy that you saved.
4. You need to complete the "District Information" tab and the "Weighting" tab **first**, before moving on to any of the other tabs.
5. Remember to save all work each time you work on the document before you close it. You can come back to your saved copy to continue working as many times as you want.
6. When your application document is complete, save it as "District Name_District Number" in an Excel file (xlsx)
7. Upload the saved application to Qualtrics using the link provided in the Directions tab.
8. Upon uploading your application in Qualtrics, you will be asked to complete a series of attestations. The attestations you will need to agree to are listed here for your reference.
   - The applicant attests that at least 90% of the Teacher Incentive Allotment funds received will be spent on teacher compensation on the campuses where the designated teachers work.
   - The applicant attests that no more than 10% of the Teacher Incentive Allotment funds received will be spent by the district to support TIA at the district level.
   - The applicant attests that it will comply with TEC 48.112 and TEC 21.3521.
   - The applicant attests that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
   - The applicant attests that they have reviewed the statewide performance standards and will issue designations based on them
   - The applicant attests that they have followed the directions to administer the Texas Tech TIA Teacher Buy-In survey (Cohort C only)
   - The applicant completes and signs the district portion of the [data-sharing agreement](#) and uploads the agreement upon submission of the system application.
   - The applicant attests to understanding that all documentation submitted to TEA concerning the Teacher Incentive Allotment constitutes public information subject to chapter 552 of the Government Code
   - The applicant attests to understanding that the agency can utilize general authority found in TEC §48.004, §48.270, and §48.272 to audit districts in their compliance with Texas Education Code and Texas Administrative Code.
   - Superintendent attestation: "I hereby certify that the information contained in this application is, to the best of my knowledge, correct. I certify that any ensuing program and activity will be conducted in accordance and compliance with all applicable federal and state laws and regulations."

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- *For 1882 Partnership Districts Only*: Superintendent attestation for districts with 1882 partnerships: "I hereby certify that the 1882 partner in my district has negotiated in their contract the ability to receive funds."

Please note that all narratives have a 100-150 word limit, except for the district rationale narrative which has a limit of 500 words.

II. District Information Tab

District Contact Information

1. Using the drop-down menu provided, select your ESC region and district name. Your state district number will auto-populate.
2. Provide name and contact information for the person completing the System Application.
3. Provide name and contact information for an alternate contact person.
   NOTE: one of the two contacts must be available during the summer of 2020 to answer any clarifying questions and/or to provide TEA with potential additional information.

Rationale for Participation in TIA

1. Provide a short, written narrative explaining your district's rationale for participating in the Teacher Incentive Allotment. Please limit your response to no more than 500 words.
2. Click anywhere in the green text box to review the "Questions to Consider", as you compose your narrative.

III. Weighting Tab

1. List each teacher subgroup or campus eligible to earn designations in your district. This could include teachers of particular subjects and/or particular grade levels, as well as specific campuses in your district. **If you are using the same teacher observation rubric, (with the same weight,) and the same student growth measure (with the same weight,) for all eligible teacher groups, you only need to complete green boxes in the first row**, labeled Category 1. If you are using different teacher observation rubrics, different student growth measures and/or different weights for different groups of eligible teachers, list each eligible group on a separate row.
2. For each eligible teacher group, use the drop-down menu to select the teacher observation rubric used for that teacher group. (If the rubric your district uses is not on the drop-down list, select "other" and you will be prompted on the Teacher Observation tab to upload the rubric you use.)

3. For each eligible teacher group, use the drop-down menu to select the weight (by percent) of the teacher observation component in determining TIA designations.
4. For each eligible teacher group, use the checkbox menu to select the student growth measure(s) used to determine student growth for that specific teacher group. If a student growth measure, is not listed in the drop-down menu, please select the "Other" option and describe what these measures are in the "Other Description" column and include the weight for each one.
5. For each eligible teacher group, use the drop-down menu to enter the weight (by percent) of each student growth component used in determining TIA designations.
6. For each eligible teacher group, use the drop-down menu to select any optional measures your district uses to determine TIA designations. For any optional measure selected, use the drop-down menu to select the percent weight of each one. If an optional measure, is not listed in the drop-down menu, please select the "Other" option and describe what these measures are in the "Other Description" column and include the weight for each one.

Teacher Observation Tab

Note: All teacher observation information for Cohort A districts must be from the 2018-2019 school year. All teacher observation information for Cohort B districts must be from the 2019-2020 school year.

Note: if your district uses a district /other created rubric that was not on the drop-down list on the Weighting tab, please upload the teacher observation rubric that your district uses in the box provided. If your district uses one of the rubrics that was listed on the drop-down list on the Weighting tab, you do not need to upload your rubric.

a) **Validity of Teacher Observation Rubric**
1. Provide a brief narrative to describe the initial process required to be a teacher appraiser in your district.
2. Select "yes" or "no" to address whether your district requires a calibration component in order to become certified as a teacher appraiser.
3. Check the box that best describes how often teacher appraisers are required to recertify. If you select "other," please explain in the box provided.
4. Check the box that best describes how often teacher appraisers are required to recalibrate. If you select "other," please explain in the box provided.
5. Provide a brief narrative to explain how your district is assured that the teacher observation rubric accurately measures teacher effectiveness.

b) **Reliability of Teacher Observation Rubric Within and Across Campuses**
   1. Select "yes" or "no" to address whether your district requires teacher appraisers to norm on rubric scoring annually.
   2. Provide a short narrative explaining your district's procedures and protocols to ensure validity and reliability in the use of the teacher observation rubric across all appraisers, including both campus and district leaders. Include protocols to improve inter-rater reliability both within a campus and across campuses.
c) **District Review of Teacher Observation Trends**
   1. Check the appropriate box to indicate the frequency that teacher observation trends are reviewed in your district.
   2. Provide a short narrative explaining how your district addresses issues of skew or irregularity within the district's teacher observation data.
d) **District Procedures to Review Congruence of Teacher Observation and Student Growth**
   1. Provide a short narrative explaining how your district reviews the congruence of teacher observation data and student growth data at the campus level at least annually.
   2. Provide a short narrative explaining how your district reviews the congruence of teacher observation data and student growth data at the district level at least annually.
   3. Provide a short narrative explaining the steps your district takes to address incongruities in your data, and the district monitors the implementation and progress of these steps.
   4. Check "yes" or "no" to identify whether your district uses a multi-year appraisal system for eligible teachers.
e) **Observation Feedback Schedule**
   1. Check "yes" or "no" to identify whether your district's teacher appraisal system complies with Section 21.3521.
   2. Provide a brief narrative explaining what additional observation feedback components your district provides teachers, beyond the minimum stated in statute.

Student Growth Tab

Note: All student growth information for Cohort A districts must be from the 2018-2019 school year. All student growth information for Cohort B districts must be from the 2019-2020 school year.

a) **General Questions**
   1. Provide a brief narrative describing how your district ensured that valid and reliable student growth measures were used for each eligible teacher group.

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2. Provide a brief narrative describing how the district aligned teachers' student growth to the statewide performance standards for TIA.

b) **Student Growth Sections to Answer**

Answer only the questions aligned to the student growth measure boxes that are shaded green in this section. Do not answer question sets for any student growth measures that are shaded black in this section.

SLO Specific Questions (disregard if not using SLO's)

Provide a brief narrative in the box provided, describing your district's procedures for each of the following:

1. Ensuring valid administration of SLO assessments
2. Ensuring the SLO is standards-aligned
3. Reviewing and approving the SLO
4. Tracking the body of evidence for the SLO
5. Determining one year of student growth using the SLO

Pre- and Post-Test Specific Questions (disregard if not using pre-and post-tests)

Provide a brief narrative in the box provided describing your district's procedures for each of the following:

1. Ensuring valid administration of the pre-and post-tests
2. Ensuring the pre-and post-tests are standards-aligned
3. Approving pre- and post-tests
4. Determining one-year of student growth using pre-and post-tests
5. Use the checkboxes to identify who creates your pre- and post-tests

Portfolio Specific Questions (disregard if not using portfolios)

1. Provide a brief narrative describing the procedures and protocols in place to ensure valid administration of portfolio-based assignments.
2. Provide a brief narrative describing the process to create a valid portfolio scoring rubric.
3. Check the box(es) to indicate who creates the portfolio scoring rubric.
4. Check the box(es) to indicate who scores the portfolio using the scoring rubric.
5. Provide a brief narrative describing the process to select and train portfolio scorers.
6. Provide a brief narrative describing how one year of growth is determined using student portfolios.

Value-Added Measures Specific Questions (disregard if not using VAM)

1. Identify the assessment used for your VAM calculations.
2. Click "yes" or "no" to indicate if multi-year data is used.
3. Click the box that best describes who calculates VAM for your district.

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"Other" Category Specific Questions (disregard if not using Other

1. Provide a brief narrative explaining the district-wide requirements for creating/approving this growth measure, including how the district ensures the growth measure is standards-aligned.
2. Provide a brief narrative describing your district's procedures to ensure valid administration and scoring of this student growth measure.
3. Provide a brief narrative describing your district's requirements for determining end-of-year student growth levels based on this student growth measure.

System Development Tab

a) **District Design Team**
   1. Check the box that best describes the length of your district's process to develop a designation system.
   2. Check the box that best describes the roles of the people on your district's design team.
   3. Provide a brief narrative explaining the selection process to serve on the design team.
   4. Provide a brief narrative explaining any changes you made/will make to your current system in order to be in alignment the statewide performance standards. Include a crosswalk of how the three TIA designation levels correspond to your district's current system.
   5. Provide a brief narrative describing how your district took into consideration teacher recruitment and retention on your highest needs campuses.

b) **Stakeholder Engagement**
   1. Check all the boxes that apply in order to describe which stakeholder groups you included.
   2. Check the box that most closely represents the frequency with which you met with stakeholders.
   3. Provide a brief narrative describing how you implemented stakeholder feedback and input as you designed your plan.
   4. Provide a brief narrative describing how you plan to communicate your plan to stakeholders, including communication which groups of teachers/campuses are eligible.
   5. Optional: provide answers to Teacher Stakeholder Outreach questions.

c) **Staff Accessible Resources**
   1. Provide a brief narrative describing how you published the crosswalk between your current system and the statewide performance standards used to determine designation levels.

2. Click "yes" or "no" to indicate whether you have communicated how specifically TIA will work with your current system.
3. Provide an explanation of how you communicated the process teachers must go through in order to be eligible to earn designations, and how this may differ from your current system. Include your communication of all related timelines.
4. Click "yes" or "no" to indicate whether you published manuals, guides, and/or websites as resources for teachers.
5. If "yes" include a link to resource manuals, guides, and/or websites related to TIA.

Communication Plan Tab

a) **Designation System Buy-In**
   1. Provide a brief narrative explaining how you know that teachers, campus, and district leaders and school board members have a clear understanding of TIA.
   2. Consider answering the optional "Teacher Outreach" questions.
b) **Regular Stakeholder Updates**
   1. Check the boxes that apply to describe the stakeholders you plan to provide with regular updates.
   3. Check the boxes that apply to describe how often you plan to provide stakeholders with regular updates.
   4. Provide a brief narrative explaining how and when you will communicate to teachers that they are being put forth for designation.
   5. Consider answering the optional "Teacher Support" questions.

Spending Plan Tab

a) **Spending Weights**
   1. For each eligible teacher group, provide the percent of allotments funds going to the designated teachers, and the percent going to other teachers on that campus.
   2. Provide a rationale for each group of non-designated teachers who receive some percentage of allotment funds.
   3. If the percent of funds going to designated teachers and to other teachers on that campus varies from campus to campus, please upload your spending plan.
b) **General Spending Plan**
   1. Provide a brief narrative describing how TIA funds will work in conjunction with or replace your current teacher compensation plan
   2. Click "yes" or "no" to indicate if your district is making TIA funds TRS eligible.
   3. Provide a brief narrative describing the process to determine how funds would be distributed at specific campuses in your district. Include how stakeholders were involved in this process, and how you communicated the plan district-wide.

    4. Click "yes" or "no" to indicate whether your school board approved a district teacher compensation plan that includes the effect the TIA will have on teacher compensation. If "no" provide a date by which your board will approve a teacher compensation plan that includes TIA.

c) **Movement of Teachers**
    1. Provide a brief narrative describing your district's plan to adjust the distribution of TIA funds on a campus based on movement of teachers to/from campuses.

d) **National Board**
    1. Click "yes" or "no" to indicate whether your National Board Certified Teacher payouts follow the same spending plan as teachers earning a Recognized designation under your local teacher designation plan. If you check "no," please provide a short narrative describing your spending plan for National Board Certified Teachers.
    2. Provide a brief narrative describing how you track National Board Certified Teachers to ensure they are compensated in alignment with the Recognized designation in your district.

District Support Tab

a) **Central Office System Support**
    1. Check the boxes that apply to describe areas where your district has TIA infrastructure support.
    2. Click "yes" or "no" to indicate if your district has an assigned TIA support person.

b) **Support for Designated Teachers New to a Campus**
    1. Provide a brief narrative to describe your district's plan to support designated teachers new to a campus.
    2. Consider answering the optional "Campus Support" questions.

c) **Plan to Retain Designated Teachers**
    1. Provide a brief narrative to describe your district's plan to retain designated teachers.
    2. Consider answering the optional "Teacher Retention" questions.

d) **Use of Data to Improve Systems**
    1. Provide a brief narrative describing how your district plans to use data on highly effective teachers.
    2. Consider answering the optional System Improvement questions.

e) **Program Evaluation**
    1. Click "yes" or "no" to indicate whether your district has an internal program evaluation system for TIA.
    2. Consider answering the optional Program Evaluation questions.