

# Williamson County Board of Education Procedures and Guidelines

**Adopted Date:**  
10/21/96  
Rev. 6/18/01;3/15/10

5.114p

TEACHER EFFECT DATA  
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## Distribution and Security

1. Upon receiving teacher effect data packages (currently grades 3-8), the Director of Schools shall distribute the sealed packages to the respective school center for further distribution by the principal.
2. The sealed packages bearing the individual teacher's name will be accessed by the teacher of record, who will remove his/her copy. (Copy I.) Upon receiving his/her teacher effect report, the teacher shall sign and date a teacher roster, prepared by the Director of Schools or designee, verifying receipt of the sealed report.
3. Copy II will be opened, reviewed, and retained in a secure, confidential file separate and apart from personnel records or any other records subject to review by the public.
4. Sealed Copy III will be returned immediately to the Director of Schools to be filed in a secure, confidential file separate and apart from personnel records or any other records subject to review by the public. This copy shall be available for review by school board members.
5. Teacher effect data shall be kept on file for no longer than five (5) years. Five-year old teacher effect data will be disposed of by shredding in a secure environment.
6. In the event that teacher effect reports arrive for teachers not employed in the system, the unopened package(s) will be returned to the state Regional Office along with available information regarding the teacher's location.
- 7. REPRODUCTION OF TEACHER EFFECT DATA BY ANY MEANS AND IN ANY FORM IS STRICTLY PROHIBITED.**

## Access

The estimates of specific teacher effects on the educational progress of students will not be a public record, and will be made available only to the specific teacher, the teacher's appropriate administrator (principal and director), the Personnel Director, the Director of Schools, and school board members.

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1     Application

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3     The following guidelines will be used in applying teacher effect data in formal teacher evaluation.

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5     The data may be used as one of multiple data sources used in the initial stage of the evaluation  
6     (Review of Previous Evaluations) as diagnostic information in identifying areas of strength and  
7     areas to strengthen for the purpose of creating professional development plans.

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10    The data may be used as one of multiple data sources used by the educator in structuring  
11    responses to questions contained in the Teacher Conference Guide, particularly in the areas of  
12    planning and Evaluation with emphasis on the use of student data to analyze the effectiveness  
13    of the curriculum as well as the instructional strategies.

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15    The data may be used as one of multiple data sources used to structure the Development Plan  
16    at the conclusion of the evaluation.

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18    The Summative Conference is to be completed using the approved rating scales/rubrics for  
19    scoring as outlined in each of the local model manuals (State Model for Local Evaluation,  
20    Library/Media Specialist State Model for Local Evaluation, and Special Groups State Model for  
21    Local Evaluation). The teacher's use of the TVASS data to evaluate and improve the  
22    instructional process will be one of several components assessed in Competency IIIA: Uses  
23    Evaluation to Improve Instruction. Currently approved Rating Scales for Competency IIIA will  
24    be used to draw conclusions and assign a numerical score for that item on the Scores from the  
25    Summative Evaluation.  
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