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Instructions for use of PDE 426 , 427, and 428

Pennsylvania is introducing two new forms for use in initial teacher evaluations and an optional Instructional II form. These instructions are offered to assist teachers and administrators in their understanding and use of :

- The Instructional I to Instructional II Assessment Form (PDE 427)
- The Semi-Annual Employee Evaluation Form for Instructional I Teachers (PDE 426)
- The Annual Employee Evaluation Form for Instructional II Teachers (PDE 428)

Effective September 2, 2004, all school staff members working under a Pennsylvania Instructional I certificate that are being recommended for an Instructional II certificate must forward a completed Instructional I to Instructional II Assessment Form PDE 427 with their application. All districts are encouraged, but not required, to use the PDE 427 from December 1, 2002, to September 1, 2004 to recommend a staff member for an Instructional II. This form may be used for those receiving a certificate under the 1987 regulations (holding an Instructional I dated prior to September 1, 2001), as the Department considers this new form to be the most effective and valid format.

As part of the evaluation process to recommend teachers for an Instructional II, school districts are also strongly encouraged to use the Semi-Annual Employee Evaluation Form for Instructional I Teachers (PDE 426). Districts preferring to continue using the existing PDE 5501 evaluation form (Temporary Professional Employee/Professional Employee Rating Form), or the district's own developed, state-approved professional employee evaluation form, may do so.

The PDE 426 and 427 looks at four categories and aspects of teaching:

- I. Planning and Preparation
- II. Classroom Environment
- III. Instructional Delivery
- IV. Professionalism

Evaluators are encouraged to consider that teaching cannot be evaluated through classroom observations on any single day and that an accurate assessment of teaching requires that information be collected over a period of time. In order to completely assess actual practice, it is essential to use multiple measures of performance over time.

Pennsylvania Semi-Annual Employee Evaluation Form for Instructional I Teachers - PDE 426

All evaluators will review the semi-annual employee evaluation forms, gather and review various sources of evidence in the school district, including that provided by the teacher and make judgements regarding each of the four categories of teaching as well as overall performance.

A judgement should be made only after the evaluator has interpreted all the evidence. After examining the semi-annual evaluation form's four categories and all evidence has been reviewed and interpreted, the evaluator must make a qualifying judgment connecting the evidence to the

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Level of performance found on the evaluation form, which will result in a satisfactory or unsatisfactory rating.

In making judgments and weighing all available evidence, one should consider the importance of the different categories and the various aspects of teaching. An evaluator should consider the evidence across all the aspects and in terms of how it represents each of the categories. For example:

Is there convincing and consistent evidence of an efficient and effective system for maintaining accurate records that is aligned with school and district guidelines?

Is there clear and consistent evidence of effective classroom routines and procedures that result in little or no loss of instructional time?

Pennsylvania Instructional I to Instructional II Assessment Form - PDE 427

After the teacher has completed at least 3 years of service time and achieved six satisfactory semi-annual evaluations, the Instructional I to Instructional II Assessment Form will be used with all teacher recommendations for an Instructional II.

The teacher's performance as satisfactory or unsatisfactory, in each category indicated on the PDE 426 Form, would now be examined and interpreted. (Districts still using the PDE 5501, or their own form, would gather evaluation information from these forms and proceed to using the Instructional I to Instructional II Assessment Form, PDE 427).

The evaluator then must make a further qualifying judgment connecting the 6 evaluations' results from the PDE 426 to an Assessment of Category I through IV Factors and the final certification decision of satisfactory or unsatisfactory as an overall assessment on the PDE 427.

The category I through IV factors are the same on the Instructional I to Instructional II Assessment Form (PDE 427) as they are on the Semi-Annual Employee Evaluation Form for Instructional I Teachers (PDE 426) in support of a coordinated approach in employee evaluation and recommendation for an Instructional II Pennsylvania Certificate.

Pennsylvania Annual Employee Evaluation Form for Instructional II Teachers - PDE 428

The PDE 428 form is available as an optional form for school districts to use in the annual evaluation of teachers who have reached the Instructional II Level. This form contains the four same categories addressed in the PDE 426 and 427 and also utilizes a satisfactory or unsatisfactory rating in each of the four categories as the PDE 426 does. The PDE 428 concludes with an overall assessment that includes either satisfactory, unsatisfactory, or commendable.

Pennsylvania has an important obligation to ensure that all public school teachers are able to offer high-quality instruction to their students and also meet the Pennsylvania Code requirements, Chapter 49, 49.18(a), (2) (iii) and 49.81 (b)(1-10). The PDE 426, PDE 427 and PDE 428 forms should aid districts and teachers in addressing the achievement of that goal.

If you have any questions on these instructions, feel free to contact the Division of Teacher Education, Bureau of Teacher Certification and Preparation at 717-787-3470. Instructions Page Word Forms PDE-426; PDE-426A PDE-427; PDE-427A PDE-428;

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PDE-428A

PDF Documents PDE-426; PDE-426A PDE-427; PDE-427A PDE-428; PDE-428A

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