Notes/Recommended Steps for **Teacher** "Meets Expectations" Awards

RRISE Program /2013-2014

Teacher "Meets Expectations" Awards (note: awards listed here are optional-teachers may choose to participate or not.)	
Appraisal by Collaboration (ABC) Participation and Portfolio	$1,000
Evidence of Career Leadership	$1,000
Participation in Collaborative Meetings	$1,000

1) Appraisal by Collaboration (ABC) Participation and Portfolio

To be eligible for the Teacher Appraisal by Collaboration (ABC) Portfolio Award, all of the following criteria must be met:

- Complete the entire Appraisal by Collaboration process (see RRISE ABC Rubric and Resources, RRISE Program Documentation Guidelines, and Notes/Recommended Steps for Teacher Meets Expectations Awards).
- Acquire sufficient points for "meets expectations" on the RRISE ABC Rubric.
- Please note: Credit will be denied if participants' information is incomplete or misfiled according to procedures outlined in the RRISE Program Documentation Guidelines.
- Please note: Meetings utilized for the Teacher Appraisal by Collaboration Portfolio Award cannot be counted toward any other Meets Expectations Awards.
- Submit an electronic ABC Portfolio to RRISE staff no later than 5 p.m. on June 3, 2014 (see RRISE ABC Rubric, RRISE Program Documentation Guidelines, and Notes/Recommended Steps for Teacher Meets Expectations Awards).
- Teachers using online Professional Development as part of their documentation for the ABC portfolio are required to follow documentation guidelines for online Professional Development tools, which are outlined in "Notes/Recommended Steps for Teacher Meets Expectations Awards", available on the RRISE website.

(RRISE 2013-2014 Program Compensation Guidelines for Teachers)

Recommended Steps:

- Prepare an electronic portfolio which addresses the **ABC Portfolio Rubric**.
- Include electronic copies of your **individually** completed checkpoint documentation and evidence of your attendance at the checkpoint meetings.
- Provide **clearly** identifiable quantitative data, qualitative data, and artifacts that represent the ABC process. Data folder must include a title or description of the data and an individual reflection/explanation which verifies the participant's analysis of the data to help answer the banner question. Artifacts must include an individual reflection.

- o Documentation for online Professional Development: Submit electronic records along with the Reflection Questions for video segments, literature, etc. aligned to ABC Banner Question
- Complete your electronic portfolio according to the RRISE Program Documentation Guidelines for Teachers for review no later than June 3, 2014 at 5:00 p.m.

2) Evidence of Career Leadership

To be eligible for the Teacher Career Leadership Award, one of the following criteria must be met and be supported by a fully completed Teacher Career Leadership Log. These activities must take place between 6/10/2013 and 6/03/2014. Teachers may only qualify under one of these categories.

- Chair a committee/team that convenes at least eight times during the school year (grade level, department, academic). Documentation: meeting notes, career leadership log, and dated sign-in sheets for each meeting. See RRISE program definitions for a detailed description of sign-in sheet requirements.
- Serve as sponsor for an extracurricular organization that convenes at least eight times during the school year. Documentation: meeting notes, career leadership log, and dated student sign-in sheets for each meeting. Students must include their first name at a minimum, preferably their first and last name. See RRISE program definitions for a more detailed description of student sign-in sheets.
- Provide at least 24 tutoring hours (i.e. before/after school, during the teacher's conference period, Saturday School, Title I Summer programs working with RRISE students, or ASPIRE). Participants may accumulate these Career Leadership hours through any combination of tutorial hours. Documentation: dated student sign-in sheets, career leadership log, and lesson focus for each tutoring session. The sign-in sheet must include individual student signatures. Student must include their first name at a minimum, preferably their first and last name. (See RRISE program definitions for a description of the "lesson focus" requirement and a definition of student sign-in sheets.)
- Mentor a new teacher(s) with evidence of at least eight collaborative sessions. A new teacher is defined as one who is in their first year teaching at a campus, grade level, or department. Documentation: meeting notes and sign-in sheets for each meeting.
- Please note: Meetings utilized for the Teacher Career Leadership Award cannot be counted toward any other Meets Expectations Awards.
- Other Leadership Roles: Eligibility will be determined on a case-by-case basis by the RRISE Program Associate Director. The RRISE participant must submit an explanation of the proposed role via email to the RRISE Associate Director no later than October 4, 2013. The role must meet the criteria of eight meetings or 24 hours of invested time. Furthermore, the campus principal must support the participant's request. Proof of Associate Director's approval **must** be submitted within the Career Leadership Folder.
- Submit electronic documentation, organized according to the Program Documentation Guidelines, no later than 5 p.m. on June 3, 2014.

- Please note: Credit will be denied if participants' information is incomplete or misfiled according to procedures outlined in the RRISE Program Documentation Guidelines. (See RRISE program definitions for description of meeting notes, lesson focus, and student/staff sign-in requirements. Samples of meeting notes are also posted on the RRISE website.)
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(RRISE 2012-2013 Program Compensation Guidelines for Teachers)

Recommended Steps:

- Prepare an electronic folder which includes a completed RRISE Program Teacher Career Leadership Log. The Leadership Log must be signed by an administrator from your campus.
- Gather the supporting documentation (listed at the bottom of the Teacher Career Leadership Log) and place in the electronic folder according to RRISE Program Documentation Guidelines for Teachers no later than June 3, 2014 at 5:00 p.m.

3) Participation in Collaborative Meetings

To be eligible for the Teacher Collaborative Meeting Award, all of the following criteria must be met:

- Attend 20 collaborative meetings supported by documentation between June 10, 2013 and June 3, 2014.
- Submit electronic documentation, organized according to the Program Documentation Guidelines, no later than 5 p.m. on June 3, 2014.
- Please note: Credit will be denied if participants' information is incomplete or misfiled according to procedures outlined in the RRISE Program Documentation Guidelines. Documentation for all 20 meetings must include dated sign-in sheets and meeting notes. (See RRISE program definitions for description of sign-in sheets and meeting notes requirements. Samples of meeting notes are also posted on the RRISE website.)
- Documentation for 12 of the 20 meetings must also include evidence of the discussion and proposed implementation of state-assessed subject areas (math, science, reading, social studies, and writing) in the meeting notes. (See RRISE program definitions for description of sign-in sheets and meeting notes requirements.)
- Student Support Team (SST) Meetings may not be utilized for the Collaborative Meeting Award.
- Meetings utilized for the Teacher Collaborative Meeting Award cannot be counted toward any other Meets Expectations Awards.
- Teachers working together using online collaborative tools may utilize this virtual environment for the Collaborative Meeting Award. Additional documentation guidelines for utilizing online collaboration tools for this award are required and outlined in "Notes/Recommended Steps for Teacher Meets Expectations Awards", available on the RRISE website. *(RRISE 2013-2014 Program Compensation Guidelines for Teachers)*

Recommended steps:

- Prepare an **individual electronic folder** entitled Teacher Collaborative Meetings. Include evidence of attendance (dated sign-in sheets) and meeting notes for all 20 meetings. (See RRISE program definitions for sign-in sheet requirements.)
- For 12 of the 20 meetings documentation must include evidence of the discussion and proposed implementation of state-assessed subject areas (math, science, reading, social studies, and writing) in the meeting notes. (See RRISE program definitions for description of meeting notes requirements. Samples of meeting notes are also posted on the RRISE website.)
    - Teachers working together using online collaborative tools may utilize this virtual environment for the Collaborative Meeting Award. Documentation for online environments: Submit electronic records (including participant's name, activity title, content description, length of time involved, date, and time of day) along with meeting notes as described above.
- Complete your **individual electronic folder** according to the RRISE Program Documentation Guidelines for Teachers no later than June 3, 2014, at 5 p.m.

EARLY BIRD SUBMISSION

- RRISE participants may submit ABC, Teacher Collaborative Meetings, and Career Leadership documentation for Early Bird Submission by 5:00 p.m. on May 5, 2014. On this date, participants must submit documentation electronically via the Q Drive. They must also notify the RRISE Program Associate Director by e-mail which specific documentation was submitted for the award categories by May 5, 2014.
- Those award categories submitted during Early Bird Submission will be reviewed prior to the June 3, 2014, due date. Participants will have an opportunity to make corrections and resubmit by 5:00 p.m. on June 3, 2014.