



# What NTPEs Should Know About Act 13 and PAETEP

## 13-3 SUMMATIVE RATING FORMS

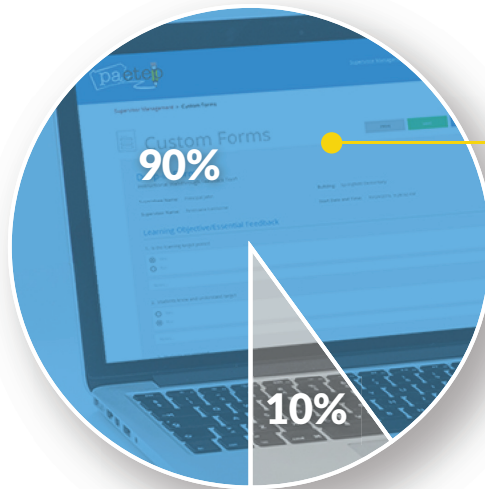
### NONTEACHING PROFESSIONAL RATING FORM (13-3)

Building Level Data Available

#### FINAL EFFECTIVENESS RATING MEASURE

- Observation and Practice
- Building Level Score

#### WEIGHTED PERCENTAGE



#### PAETEP MODULES & SUPPORTING EVIDENCE

NTPE Observations  
Walkthroughs  
Anecdotal Notes  
Custom Forms

According to Act 13, NTPEs (including educational specialists, instructional professionals other than classroom teachers, and supervisory professionals other than supervisors of special education) should be evaluated annually with a 13-3 Annual summative rating form.

NTPEs who are Temporary Professional Employees should be evaluated twice per year with a 13-3 Semi-Annual summative rating form.

Note - 100% of the final score on the 13-3 Semi Annual will come from the Observation and Practice evidence.

## EVIDENCE COLLECTION WITHIN PAETEP

### OBSERVATION AND PRACTICE EVIDENCE (90%)

The following items are modules and workflows within PAETEP that are used to collect the evidence needed for the Observation and Practice portion of the 13-3 form. The Observation and Practice section on the 13-3 form includes four Domain ratings.

#### NTPE OBSERVATION

The NTPE Observation is a year-long process which is initiated by the NTPE. Once initiated, the NTPE sets goals and identifies component focus areas. Based upon the component focus areas selected, the NTPE provides information pertaining to how they plan to improve their practice. The NTPE Observation is then submitted to their supervisor for review. Feedback is provided, followed by approval. Once approved, the NTPE returns to the NTPE Observation throughout the school year to provide updates and share artifacts. The process ends with a final submission of updates and a self-assessment. Supervisors then provide final feedback and component ratings which transfer to the 13-3 to inform the year-end summative ratings.

CONTINUED ON BACK

## WALKTHROUGHS

Walkthroughs are initiated and completed, as desired, by supervisors. Walkthroughs provide a means to complete informal observations, documenting evidence around any or all of the four Domains. Supervisors can add comments, attach documents, and provide feedback to NTPEs. If desired, NTPEs may respond to supervisors' comments, engaging in an asynchronous dialogue to improve their practice.

## ANECDOTAL NOTES

Anecdotal Notes are initiated and completed, as desired, by supervisors and/or NTPEs. Anecdotal Notes provide a means for supervisors and/or NTPEs to document and share additional evidence that might not be observed or considered within a Walkthrough or NTPÉ Observation. For example, Anecdotal Notes may be utilized by supervisors to document positive aspects regarding an NTPÉ's practice or leadership within the LEA.

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## BUILDING SCORE EVIDENCE (10%)

Building scores are derived by the PDE and published each school year. If available and attributable to an NTPÉ, Building Scores constitute 10% of the final score on the 13-3 Annual form.

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