*Beginning in July 2013, and by July 1 of each year thereafter, the Colorado Department of Education (CDE) will collect an assurance from each school district and BOCES indicating that the district or BOCES is either implementing the state model system or is implementing its own distinctive personnel evaluation system that adheres to the requirements in* [*section 5.01 for teachers and principals, and 4.04 for specialized service professionals of the SB 191 rules*](http://www.cde.state.co.us/EducatorEffectiveness/downloads/rulemaking/1CCR301-87EvaluationofLicensedPersonnel(IncludingAppealsRules)4.27.12.pdf)*. These assurances must be signed by (1) the executive director of the BOCES or superintendent of the district, and (2) the chair of the local school board or BOCES. A checklist of essential elements of a licensed educator evaluation system has been created to support districts and BOCES in completing these assurances. Please use the checklist to ensure that your district/BOCES is in adherence with the State Board Rules for written evaluation systems and keep the checklist on file at your district/BOCES.*

*The following assurances are a part of a broader monitoring system. These assurances will be collected from each district or BOCES as a component of CDE’s comprehensive support and monitoring system for implementation of the Great Teachers and Leaders Act. In addition to collecting the following assurances, CDE will be conducting a comprehensive review of educator effectiveness metrics. CDE will be monitoring educator effectiveness ratings, student performance outcomes, and the distribution of effective educators. Additional data such as educator survey data and recruitment/retention data may be combined with these metrics and assurances to identify those districts where the data indicate challenges in meeting the essential elements of written evaluation systems. Follow-up with those districts to review their adherence to all of the requirements of SB. 191 may be necessary.*

*Districts and BOCES will submit these assurances to the Department via Tracker.* [*Also, an assurances resource page has been established on the CDE Educator Effectiveness website with resources to support districts and BOCES as they submit their annual assurances.*](http://www.cde.state.co.us/educatoreffectiveness/sb-assurances) *It includes a checklist designed to help you review the requirements of the evaluation and system as well as a summary of the assurances data collected last year.*

I hereby certify that Click here to enter district/BOCES name district/BOCES assures the following: (Please check or initial the section that describes the district action.)

1. The school district/BOCES has adopted the following evaluation systems to evaluate their licensed personnel: (Please put a checkmark in the space provided to indicate which evaluation system is being used to evaluate each category of licensed personnel. Use the notes section to provide additional information if desired.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Licensed Personnel  Evaluation Systems  2013/2014 SY | State Model System | Local Evaluation System | Not Employed by District/BOCES | Notes: |
| Principal |  |  |  | Click here to enter text. |
| Teacher |  |  |  | Click here to enter text. |
| Specialized Service Professional Section 4.04 (2014/2015 SY) | State Model System | Local Evaluation System | Not Employed by District/BOCES | Notes: |
| School Audiologists |  |  |  | Click here to enter text. |
| School Counselors |  |  |  | Click here to enter text. |
| School Nurses |  |  |  | Click here to enter text. |
| School Occupational Therapists |  |  |  | Click here to enter text. |
| School Orientation and Mobility Specialists |  |  |  | Click here to enter text. |
| School Psychologists |  |  |  | Click here to enter text. |
| School Physical Therapists |  |  |  | Click here to enter text. |
| School Speech and Language Pathologists |  |  |  | Click here to enter text. |
| School Social Workers |  |  |  | Click here to enter text. |

1. The school district/BOCES has reviewed all of the required elements of a local evaluation system and verified that its evaluation system meets these requirements outlined in sections 5.01 for teachers and principals and 4.04 for specialized service professionals. (See document entitled “Checklist of Essential Elements of a Local Personnel Evaluation System” for a list of the essential elements of a local evaluation system.) If your district/BOCES is unable to assure that it is meeting any of the requirements included in the checklist, please indicate a NO below and prepare a plan for how your district/BOCES will address any missing items. CDE will contact you to arrange a review of your plan.

|  |
| --- |
| Choose yes or no. |

1. The school district’s/BOCES written evaluation system, as required by section 22-9-106 (1), C.R.S., is available at the following URL: [CLICK HERE TO REVIEW YOUR previously submitted WEBSITES](http://www.cde.state.co.us/sites/default/files/Assurance%20Memo%20updated%201-7-14.pdf). (If your website has changed, please provide the new address in the space below:

\_\_ \_\_\_\_\_Click here to update your District/BOCES web address.\_\_\_\_\_\_\_\_\_\_ \_\_\_

|  |  |
| --- | --- |
| X: /s/Click here to electronically sign as the Superintendent or BOCES ED. | Date. |
| Superintendent of School District or Executive Director of BOCES | |
| X: /s/Click here to electronically sign as the School Board President or BOCES Board Chair. | Date. |
| District School Board President or BOCES Board Chair | |
| *To assist districts and BOCES in completing this form electronically, digital signatures are permitted; simply ensure that the authorized person provides the signature by typing their name in the space provided above.* | |

To access the hyperlinked support please visit: <http://www.cde.state.co.us/educatoreffectiveness/sb-assurances>