# Colorado State Model Performance Management System (COPMS): Selecting an Educator's Role

## Selecting a Role for Educators within COPMS

Each role in the Colorado Performance Management System (COPMS) in RANDA allows for different levels of access in the system and within an account (district/BOCES/local educational agency [LEA]). These roles are set in the Identity Management (IdM) system by the Local Access Manager (LAM). The table below provides information to select the correct role for each educator based on access need(s).

| Role Code | Role Name | Role Permissions |
|---|---|---|
| T | Teacher | Access to view and complete all components of their own evaluation. |
| TL | Teacher Librarian | Access to view and complete all components of their own evaluation. |
| TS | Teacher Special Education | Access to view and complete all components of their own evaluation. |
| TO | Teacher TOSA | Access to view and complete all components of their own evaluation. |
| AU | SSP – Audiologist | Access to view and complete all components of their own evaluation. |
| CN | SSP – Counselor | Access to view and complete all components of their own evaluation. |
| NR | SSP – Nurse | Access to view and complete all components of their own evaluation. |
| OT | SSP – Occupational Therapist | Access to view and complete all components of their own evaluation. |
| MS | SSP – Orientation and Mobility Specialist | Access to view and complete all components of their own evaluation. |
| PT | SSP – Physical Therapist | Access to view and complete all components of their own evaluation. |
| PY | SSP – Psychologist | Access to view and complete all components of their own evaluation. |
| SW | SSP – Social Worker | Access to view and complete all components of their own evaluation. |
| LP | SSP – Speech Language Pathologist | Access to view and complete all components of their own evaluation. |

## Educators in More Than One Role

Each educator should only have one role within COPMS.

When an educator is serving in more than one role/position, CDE recommends assigning the role in which the educator spends the majority of their time. For example, if an individual is employed as both a teacher (75%) and counselor (25%), a teacher rubric should be used. If the individual truly has a 50/50 split for their time, only one evaluation is required per academic year, and it is at the discretion of the LEA to determine which role in which to complete the educator's evaluation.

*NOTE:* Observation data and input from those working with the educator in the position not associated with the educator's rubric can be included in the evaluation through observation notes and providing other evidence as needed/applicable.

Contact your Educator Effectiveness Regional Specialist for more information and support.

| Role Code | Role Name | Role Permissions |
|---|---|---|
| P | Principal | • Access to complete all components of their own evaluation.<br>• Evaluate teachers, SSPs, and APs when assigned as their evaluator.<br>• Manage settings for all educators in their building, including assigning educators to other evaluators.<br>• Determine school/building settings in the system, for example: finalize MSL/MSO templates and adjust due dates. |
| AP | Assistant Principal (AP) | • Access to complete all components of their own evaluation.<br>• Evaluate teachers and SSPs when assigned as their evaluator.<br>• Access to view all evaluators in their school/building (no editing).<br>• Access to view all school/building settings (no editing). |
| SI | Superintendent<br><br>(This can also be someone using the system and assigned to a "Superintendent" role based on need for access to the associated permissions, not necessarily the district's superintendent) | • Does not have a personal evaluation within COPMS.<br>• Evaluate teachers, SSPs, and principals/APs when assigned as their evaluator.<br>• Manage settings for all educators in their district/LEA, including assigning educators to other evaluators.<br>• Create MSL/MSO templates and release to evaluators to finalize.<br>• Access to run and download district-level reports.<br>• Access to set district/LEA settings (use of HE eval process, weights [PP, MSL/MSO], upload district/LEA graphic, set minimum requirements for observations, and launch the school year). |
| AS | BOCES Executive Director | • Does not have a personal evaluation within COPMS.<br>• Evaluate teachers, SSPs, and principals/APs when assigned as their evaluator.<br>• Manage settings for all educators in their BOCES, including assigning educators to other evaluators.<br>• Create MSL/MSO templates and release to evaluators to finalize.<br>• Access to run and download BOCES-level reports.<br>• Access to set BOCES/LEA settings (use of HE eval process, weights [PP, MSL/MSO], upload BOCES graphic, set minimum requirements for observations, and launch the school year). |
| HR | HR Administrator | • Does not have a personal evaluation within COPMS.<br>• Does not evaluate educators using COPMS.<br>• Access to view all evaluators in the LEA (no editing).<br>• Access to view all LEA settings (no editing).<br>• Access to run and download LEA-level reports. |
| EV | Evaluator Only | • Does not have a personal evaluation within COPMS.<br>• Access to complete all aspects of the evaluation for the educator(s) for whom they are the evaluator of record. |