



TEACHER AND PRINCIPAL PRACTICE RUBRIC

APPLICATION PERIOD: CONTINUOUS AND ONGOING

INSTRUCTIONS:

Please use this specialized Microsoft® Word document for your response.
If you are viewing it on the Internet, be sure to [download](#) it to your computer.
Responses may be typed into fill-in areas

New York State Education Department | 1 < 6 (' R U 3 W K H ' H S O S L W P S D R W A t e o n t o . A O A E T h V 0 @

for Teacher and Principal Practice Rubrics that will be used as part of teacher and principal evaluations. **THIS SOLICITATION WILL NOT RESULT IN A CONTRACT WITH THE NEW YORK STATE EDUCATION DEPARTMENT.** NYSED will use the objective criteria specified within to review such proposals and will generate a new list of Approved Teacher and Principal Practice Rubrics Under §3012-d. This list will be available at: <https://www.nysed.gov/educator-quality/teacher-and-principal-practice-rubrics-use-education-law-ss3012-d-amended-laws-2019>.

On April 13, 2015, the Assembly and Senate passed the New York State Budget for 2015-16 and signed into law a revised educator evaluation system for teachers and principals as Chapter 56 of the Laws of 2015, which created Education Law §3012-d. Education Law §3012-d was amended by the Legislature in Chapter 59 of the Laws of 2019 and signed by the Governor on April 12, 2019. During the December 2017 meeting of the Board of Regents, subparts 30-3.2 and 30-3.5 of the Rules of the Board of Regents were amended to adopt the 2015 Professional Standards for Educational Leaders with Certain New York Specific Modifications.

No teacher or principal practice rubric may be used by LEAs for purposes of compliance with Education Law §3012-d unless the specific tool has been approved by NYSED. A rubric must either be on an Approved List at the time the LEA selects the instrument, or it must be approved through a separate variance process. The variance process is in place for any LEA that is seeking approval from NYSED to use a rubric, but does not want its rubric placed on an Approved List where it would be available for use by other LEAs. Information about how to submit an application for a variance can be found here: <https://www.nysed.gov/educator-quality/teacher-and-principal-practice-rubrics-use-education-law-ss3012-d-amended-laws-2019>

An LEA may submit for approval, in response to this RFQ, a rubric for use within its own LEA that will also be made available to other LEAs in New York State through the Approved Lists. Approval and placement on the lists will not require the LEA to enter into an agreement to provide services to any other entity.

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NYSED reserves the right to: (1) reject any or all applications received in response to the RFQ; (2) ZLWKGUDZ WKH 5)4 DW DQ\ WLPH DW WKH DJHQF\¶V VROH GLVF conduct and/or application fails to conform to the requirements of the RFQ and/or any applicable laws or regulations; (4) seek clarifications of applications; (5) use application information obtained through WKH 6WDWH¶V LQYHVWLJDWLRQ RI D SURYLGHU¶V TXDOLHYFDWLRQ PDWHULDO RU LQIRUPDWLRQ VXEPLWWHG E\ WKH SURYLGHU LQ U

The rubric must include descriptions of any specific training and implementation details that are required for the rubric to be effective.^{8 9}

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If an approved rubric provider is selected by an LEA¹⁰ to provide training, professional development, or any other service related to the use of the rubric, **for a cost**

Termination procedures would begin after unsuccessful attempts at remediation with the Applicant and rubrics)

As a result of action by the Board of Regents on June 30, 2022 amending Regents Rule 30-3.2 delaying the adoption of PSEL Standards to the 2025-2026 School Year, Principal practice rubrics approved under ISLLC 2008 Leadership Standards are deemed disqualified by the Department for use in principal evaluations beginning in the 2025-2026 school year.

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General Review and Scoring Process

Applications will each be independently reviewed and evaluated by two reviewers pursuant to the approval criteria specified in Sections 2.2 (A), and 2.2 (B).

Applicant responses on Form B-1 of the Technical Proposal (Section 4.0) will be used to determine

For each established criterion, an applicant will receive either a score of:

- 1 ±Rubric demonstrates the established criterion; or
- 0 ±Rubric does not demonstrate the established criterion.

I. Teacher Practice Rubrics (Review and Scoring)

In order to be approved as a provider of teacher practice rubrics, an applicant must receive a score of one (1) from **each** of the nine (9) approval criteria below from both of the two (2) assigned reviewers. In cases where the two reviewers do not reach consensus around the scores for a given criterion, a third evaluator will make the final determination as to whether the teacher practice rubric demonstrates the established criterion in question. Approved practice rubrics will be placed on of Approved Teacher and Principal Practice Rubrics.

1. The rubric must align with the New York State teaching standards, and its related elements.¹¹ (1 point)
2. The rubric must be grounded in research about teaching practice that supports positive student learning outcomes.¹² (1 point)
3. The rubric must have four performance rating categories. If a rubric does not have four levels that match the rating categories of Highly Effective, Effective, Developing and Ineffective, the State has adopted. (1 point)
4. The rubric must clearly define the expectations for each rating category. The Highly Effective and Effective rating categories must encourage excellence beyond a minimally acceptable level of effort or compliance. (1 point)

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5. The rubric must use clear and precise language that facilitates common understanding among building principals and their evaluators. (1 point)
 6. The rubric must be specifically designed to assess the effectiveness of school leaders. (1 point)
 7. To the extent possible, the rubric should rely on specific, discrete, observable, and/or measurable behaviors by principals and their staff and students. (1 point)
 8. The rubric must include descriptions of any specific training and implementation details that are required for the rubric to be effective.^{17 18}(1 point)

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Applicants should be advised that any information submitted in their applications that is considered to be proprietary in nature should be identified as such by completing a Request for Exemption from Disclosure Pursuant to the Freedom of Information Law (Form E), as information contained in the application is presumptively subject to public release.

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All applicants shall submit all **required** materials. For inclusion on WKH ' H S D U W P A p p r o v e d O L V W Teacher and Principal Practice Rubrics, materials from applicants must be received by the New York State Education Department at the **address** listed below. Applications are being accepted on a continuous and ongoing basis. The Department will review submissions and update the approved list on a quarterly basis, approximately during the months of April, July, October, and J3(t)-Mu4()6(A)4(pril)7(,)6()6(Ju

Applicants opting to file a paper questionnaire can obtain the appropriate questionnaire from the [VendRep website](#) or may contact the State Education Department or the OSC Help Desk for a copy of the paper form.

Note: Applicants must include their method of filing the questionnaire in the application Transmittal Letter or indicate whether they are exempt.

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Applicants seeking approval of both teacher **and** principal practice rubrics must submit a completed, separate technical proposal for **each rubric**.

For mailed or hand-delivered applications, t KH ³ LQIR-UPDOWLR RUPV) RFU ³ & G) should be put into a **separate, sealed envelope** FOHDUO\ LGHQWLILHG DV ³, 1 21/<) 2506 ´ 3OHDVH QRWH RQO\ RQH FRS\ RI WKH IRUPV LV QH LV DSSURYHG EH SRVWHG RQOLQH DV SDUW RI WKH ³DSSOLF providers.

)RU HPDLOHG DSSOLF DW RQO\ ´ MRKH V LQRUPV D% L R Q) DQG * V K in a **separate electronic folder or file**, FOHDUO\ LGHQWLILHG 2D X< ³, 2506 \$ 7 , 21 Please note: only one copy of the forms is necessary and will, if the application is approved, be SRVWHG RQOLQH DV SDUW RI WKH ³DSSOLF DWLRQ´ LQFOXGHG

All information should be submitted **in the order indicated** on the forms and in the instructions.

Type size should be no smaller than 12 pt.

Applicants must use this specialized Word document for their responses. The fill-in areas will automatically expand, as needed, to accommodate text.

The total number of pages in the Technical Proposal is limited to **25 pages, single spaced** (each page can be used in its entirety for your response).

Appendices/Attachments are not included in the page maximums listed above and may contain resumes, letters of reference, printed brochures describing the services provided, certificates of incorporation or other legal documents, fiscal documents, tables, charts, graphs, scanned images, or photocopies.

Applicants should not include CD presentations, videotapes, or other multimedia productions; these will not be considered.

All prospective vendors must complete a Vendor Responsibility Questionnaire online (or complete and submit a hard copy, if necessary), unless exempt.

The Transmittal Letter should be submitted as an original hardcopy with an original signature signed in blue or black ink, if mailed or personally delivered, or as a scanned version of an original document if submitted electronically.

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Please use the checklist below to ensure that you have submitted all required materials in the required format:

Submitted	Component	Requirement/Format
<input type="checkbox"/>	Transmittal Letter	The applicant should submit a brief Transmittal Letter to formally submit/transmit the application, proposal, and other materials, on behalf of the applying entity, to the New York State Education Department. The transmittal letter should be signed and dated by the authorized individual in blue ink .
<input type="checkbox"/>	Vendor Responsibility questionnaire (VRQ)	A completed VRQ should be completed online (or may be submitted as a hardcopy, if necessary), unless applicant is exempt. Applicants must check the appropriate box in Form A to indicate if the questionnaire was submitted online or via paper format, or to indicate exempt status.
<input type="checkbox"/>	Form A	The applicant must complete an Application .
<input type="checkbox"/>	Form B1	The applicant must submit a Plan/Narrative .
<input type="checkbox"/>	Form B2 (Information-only)	The applicant should pres-123(pr)9(es-123(p2cq122.78 439.75 90.0.

In the Technical Proposal, applicants must describe in detail the teacher and/or principal practice rubric they are submitting for approval. The Technical Proposal, which will be reviewed by the New York State Education Department Office of Educator Quality & Professional Development, is described below.

The Technical Proposal is divided into ____ sections:

Section I - Application (Form A)

In this section, the applicant shall identify the nature of the practice rubric being submitted.

Section II - Teacher and Principal Practice Rubric Narrative (Form B-1)

In this section, the applicant shall describe in detail the nature of the teacher and/or principal practice rubric and services they will provide.

Section III - Rubric Design and Implementation (Form B-2, Information-only)²¹

In this section, the applicant should present evidence that the rubric has a demonstrated record of effectiveness in contributing to teacher and/or principal achievement.

Section IV - Service Summary (Form C, Information-only)²²

The applicant should provide a service summary of the information outlined in the Application and Technical Proposal.

Section V - Assurance and Signature Page (Form D)

The applicant must complete an **Assurances and Signature page**, which must be signed and dated by an authorized individual.

Section VI - Request for Exemption from Disclosure Pursuant to the Freedom of Information Law (Form E)

The applicant should complete a **Request for Exemption** form in order to identify any applicant considers confidential or otherwise excepted from disclosure under the Freedom of Information Law.

Section VII - Supplemental Information (Form F, Information-only)²³

The applicant should complete a **Supplemental Information** form in order to 1) identify the subcomponents/domains of the practice rubric that are observable and 2) clarify how

all observable subcomponents/domains of the practice rubric can be assessed without utilizing the prohibited elements identified on page 4 of this RFQ.

Section VIII - Confidentiality Information (Form G, Information-only)

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personnel and/or student records, the applicant will be required to include a supplemental attachment detailing how the applicant will maintain the confidentiality of those records.

Section IX - Appendices

The applicant must provide a copy of the rubric being submitted for approval. The applicant shall also provide any supporting documentation that has been requested in this RFQ, or that which has been referenced by the provider in the completed Technical Proposal.

TEACHER AND PRINCIPAL PRACTICE RUBRIC PROVIDERS

Section I. Technical Proposal ±Application

Name of Entity	
Address	
City, State Zip	
Phone	
Fax	
E-mail	
Name and Title of Authorized Contact	
Address (if different from above)	
City, State Zip	
Phone	

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TEACHER AND PRINCIPAL PRACTICE RUBRIC PROVIDERS
Section III. Technical Proposal ±Rubric

TEACHER AND PRINCIPAL PRACTICE RUBRIC PROVIDERS
Section IV. Technical Proposal ±Service Summary
(Information-only)

Please complete this form if the applicant provides training or professional development services around evaluation and/or the use of their rubric. If the applicant does not provide

CONFIDENTIALITY INFORMATION

Supplemental Information