

Tips for Observers and Evaluators

1. Become familiar with the major functions, standards, indicators and evidences of the PKTPAI.
2. Practice using the instrument in a variety of settings.
3. Use the Overview of Major Functions and Evidences (cheat sheet).
 - a. Circle indicator numbers.
 - b. Take notes.
 - c. Use a “✓” (check mark) system if a certain behavior is repeated
4. Take notes in a holistic and integrated way. You can only report what you observe. Be sure to record any questions that you may want to use as a follow-up for more information to use in rating an indicator.
5. All indicators at a given time in a given day will not be observed.
6. Rate each indicator after the observation, not during the observation, as the situation is dynamic and ever-changing.
7. On the day of the observation, introduce yourself and ask permission of the teacher to look around the room before you begin the observation.
8. Ask to see the daily schedule, lesson plans, child assessment information, portfolios of children’s work, any other supporting documentation that would help you in rating an indicator.
9. Share the results of your observation with the teacher immediately to maintain open communication.
10. Above all, conduct the observation in a professional manner.

Teacher Licensure Terms and Definitions

Beginning Teacher Support Program (BTSP) - A required three-year program for initially licensed teachers that provides support and mentoring services.

Continuing Licensure - A professional school personnel license that must be renewed every 5 years (Standards Professional 2)

Formative Evaluation - Ongoing assessments of strengths and areas for development; used to identify strategies for professional development.

IHEs - Institutions of Higher Education (four-year colleges/universities) with approved teacher education programs.

Individual Growth Plan (IGP) - A formal document developed by the mentor in cooperation with the licensed teacher and site administrator/director. This document outlines the professional growth goals for the teacher, and proposes strategies for increasing one's skills.

Initial Licensure - The first license granted to practice the profession in North Carolina based upon successful completion of an approved IHE preparation program.

Initially Licensed Teacher (ILT) file - A collection of evidences regarding the performance of a beginning teacher. (OSR will maintain a cumulative file on each teacher.)

Interstate New Teacher Assessment and Support Consortium (INTASC) - Standards developed by the Interstate New Teacher Assessment and Support Consortium. These standards reflect the requisite knowledge, skills, and the attitudes necessary for teachers starting their career. These standards are reflected in the teacher's IGP.

Lateral Entry Teacher Program (LETP) - A process for granting entry into the teaching profession (lateral entry license) for up to three school years, while the individual completes requirements for the designated teaching area (6 semester hours per year)

Mentor - An individual who is assigned to provide emotional, instructional and organized support to a beginning (initially licensed) teacher (through the Beginning Teacher Support Program, also referenced as the "ILP and ILT"). Mentors need knowledge skills and attitudes to be effective.

Pre-K-K Teacher Performance Appraisal Instrument (PKKTPAI) - A validated instrument, approved by the NC State Board of Education in 2006, used for the assessment of teachers.

Regional Alternative Licensing Center (RALC) - Regional Offices established by the NC State Board of Education (SBE) that is authorized to evaluate and prescribe plans of study that will lead to teacher licensure in North Carolina.

Standard Professional 1 Licensure (SP1) - A three-year licensure, which allows the teacher to begin practicing the profession. To be issued a **Standard Professional 1 License**, an individual must complete an approved teacher education program and meet the federal requirements to be designative "highly qualified." This designation (HQ) is not applicable to B-K licensed teachers assigned to teach in pre-k classrooms.

Standard Professional 1 License (SP2) - A continuing license that allows the teacher to serve on an ongoing basis. A **Standard Professional 2 License** must be renewed every five years.

Summative Evaluation - Assessment and rating of performance in relation to established criteria (Pre-K-K Teacher Performance Appraisal Instrument). Data are gathered through teacher observations, pre-conference interviews, individual growth plan, and document analysis.

Sources: North Carolina Department of Public Instruction Licensure Manual (July 2006) and User and Technical Manual North Carolina Pre-K & K Teacher Summative Evaluation System, Pre-K-K Teachers' Performance Appraisal Instrument – PKKTPAI (2005).

Frequently Used Acronyms

B-K	Birth-through-Kindergarten
BTSP	Beginning Teacher Support Program
CEU	Continuing Education Credit (1 CEU = 10 contact or clock hours)
EC	Early Childhood
EC TPAI	Early Childhood Teacher Performance Appraisal Instrument (now PKK TPAI)
IGP	Individual Growth Plan
IHE	Institution of Higher Education
ILT	Initially Licensed Teacher
ILP	Initial License Program
INTASC	Interstate New Teacher Assessment Support Consortium
LETP	Lateral Entry Teacher Program
MAF	More at Four Pre-Kindergarten Program
NCAEYC	North Carolina Association for the Education of Young Children
NC ASCD	North Carolina Association for Supervision and Curriculum Development
NC DPI	North Carolina Department of Public Instruction
NC RALC	North Carolina Regional Alternative Licensing Center
NC TPAI	North Carolina Teacher Performance Appraisal Instrument
OSR	Office of School Readiness
Pre-K-K TPAI	Pre-K-K Teachers' Performance Appraisal Instrument
SH	Semester Hour
SP 1	Standards Professional 1 (initial licensure)
SP 2	Standard Professional 2 (continuing licensure)
TLU	Teacher Licensure Unit (Office of School Readiness)

