

STEPS Plan Form Tutorial

Presented by:

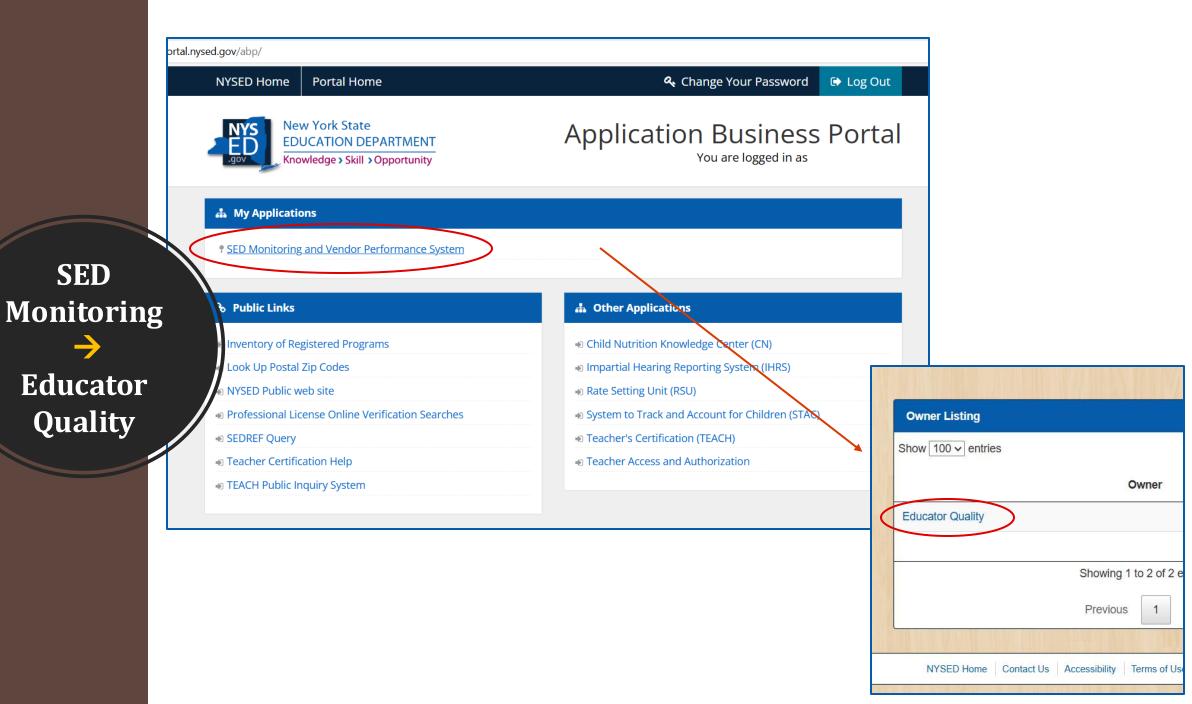
Office of Educator Quality and Professional Development



New York State Improving Practice & Featured News **Evaluation System** Field Service FAQ released on the Educational NYS-STEPS (Education Law \$3012-e) → Educator Effectiveness Framework Leadership Standards and Education Law §3012-d Evaluation Plans Education Law §3012-d → Teaching and Educational Leadership Standards → JUNE 3, 2025 Educator Evaluation Data New guidance is available to support the design and development of a STEPS plan Educator Evaluation Plans by LEA MAY 30, 2025 Ensuring Equitable Access to High Quality Memoranda to the Field → New webinars published: STEPS Plan → Teachers and Leaders workshops to assist LEAs in using a needs analysis to select teacher and principal measures VIEW MORE NEWS 0

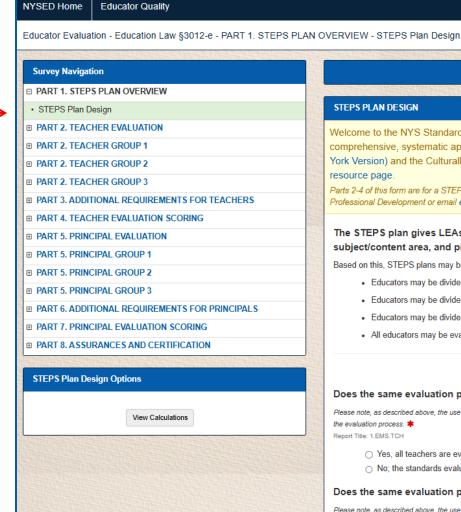
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STEPS PLAN DESIGN

Welcome to the NYS Standards-based Educator Evaluation and Support System (STEPS) Plan Form. The purpose of the STEPS is to comprehensive, systematic approach to advancing excellence in teaching and learning aligned to the NYS Teaching Standards and the York Version) and the Culturally Responsive-Sustaining Education Framework. To learn more about STEPS plan requirements or read of resource page.

Parts 2-4 of this form are for a STEPS plan for teachers. Parts 5-7 are for a STEPS plan for principals. If you have any questions on completing this form, please of Professional Development or email educatoreval@nysed.gov.

The STEPS plan gives LEAs the flexibility to tailor the evaluation process for different groups of educators based on their cha subject/content area, and program area.

Based on this, STEPS plans may be designed in the following ways:

- Educators may be divided into groups that use different evaluation measures.
- · Educators may be divided into groups that use the same evaluation measures, but the measures are implemented differently.
- . Educators may be divided into groups that use the same evaluation measures, but the measures assess different standards across the evaluation group
- · All educators may be evaluated in the same manner.

Does the same evaluation process, as described above, apply to all teachers?

Please note, as described above, the use of different assessment(s) with student outcome data, student portfolios, or an LEA-developed measure being the only difference between groups of the evaluation process. *

Report Title: 1.EMS.TCH

- Yes, all teachers are evaluated on the same standards using the same measures (or select from the same set of measures) with the same processes No; the standards evaluated, measures used, and/or processes applicable will vary for different groups of teachers.
- Does the same evaluation process, as described above, apply to all principals?

Please note, as described above, the use of different assessment(s) with student outcome data, student portfolios, or an LEA-developed measure being the only difference between groups o the evaluation process. *

Report Title: 1.EMS.PRN

- O Yes, all principals are evaluated on the same standards using the same measures (or select from the same set of measures) with the same processe
- O No; the standards evaluated, measures used, and/or processes applicable will vary for different groups of principals.

Part 1. STEPS Plan Overview

Does the same evaluation process, as described above, apply to all teachers?

Please note, as described above, the use of different assessment(s) with student outcome data, student portfolios, or an LEAdeveloped measure being the only difference between groups of teachers across all measures does not constitute the need to denote a separate group for the evaluation process.

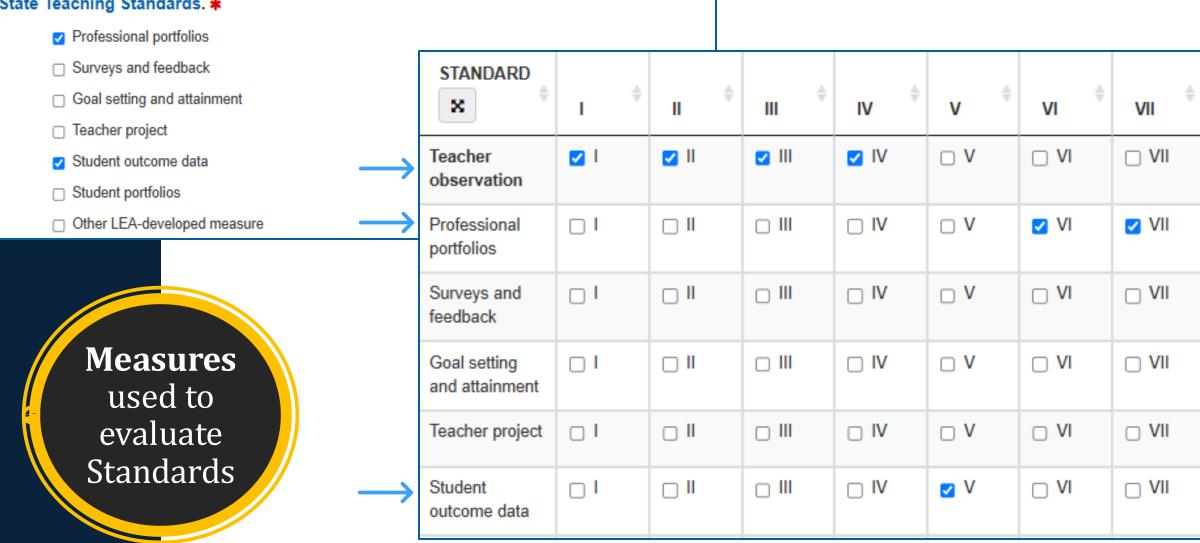
- Yes, all teachers are evaluated on the same standards using the same measures (or select from the same set of measures) with the same processes.
- No; the standards evaluated, measures used, and/or processes applicable will vary for different groups of teachers.

Does the same evaluation process, as described above, apply to all principals?

Please note, as described above, the use of different assessment(s) with student outcome data, student portfolios, or an LEAdeveloped measure being the only difference between groups of principals across all measures does not constitute the need to denote a separate group for the evaluation process.

- Yes, all principals are evaluated on the same standards using the same measures (or select from the same set of measures) with the same processes.
- No; the standards evaluated, measures used, and/or processes applicable will vary for different groups of principals.

The STEPS plan must include observations for <u>all</u> teachers. Please check the additional measure(s) that will be used for the evaluation of <u>TEACHER GROUP 1</u> across all New York State Teaching Standards. *



Are teachers permitted to choose from a set of measures for an individual standard(s)? *

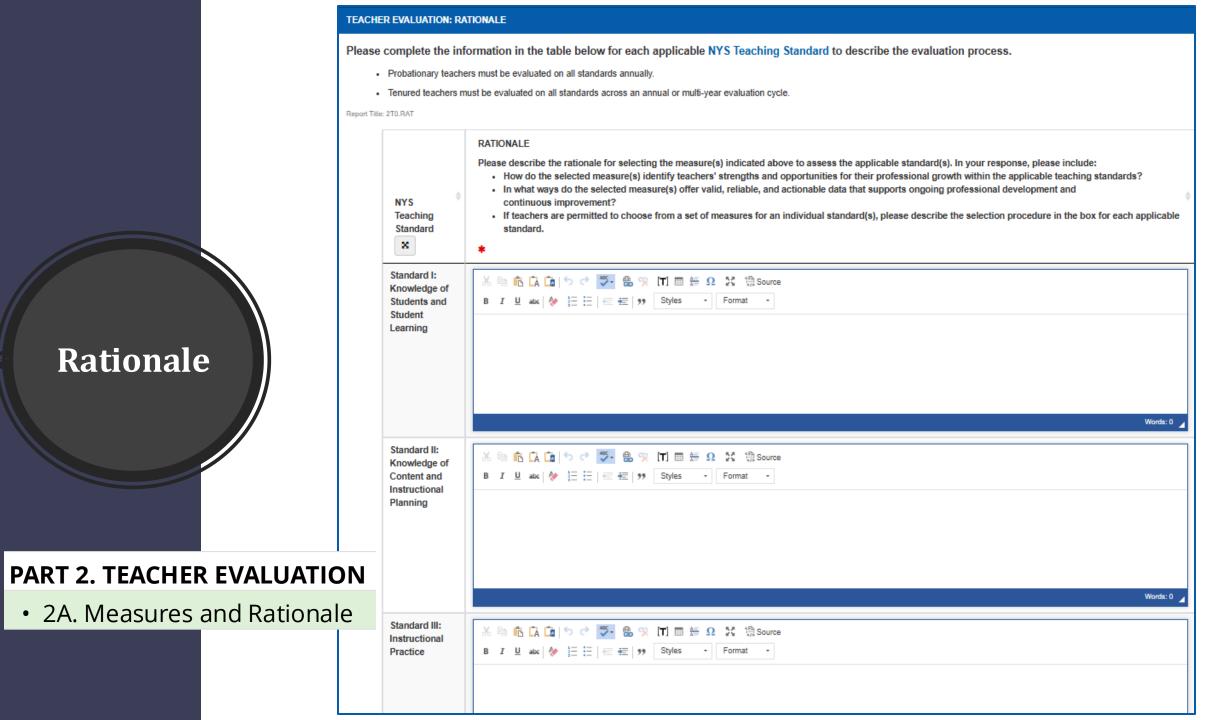
- No, all teachers use the same designated measures for each standard.
- Yes, teachers are permitted to choose from a set of measures for an individual standard(s). Please describe the measure selection procedure in the box below.

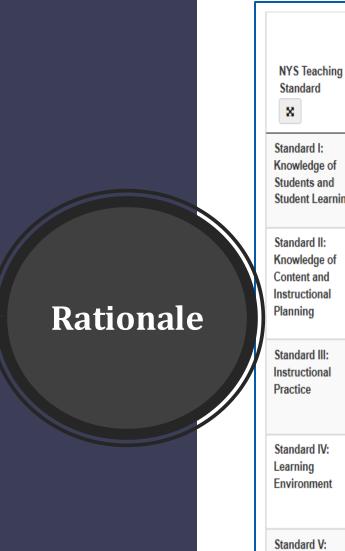
Please use the box below to describe the measure selection procedure for teachers. *

All teachers are required to use observations for standards 1-4, student outcome data for Standard 5 and are permitted to choose

from using either a portfolio or a use goal setting and attainment process to measure their practice for Standards 6 and 7.

Measures
used to
evaluate
Standards





RATIONALE

Please describe the rationale for selecting the measure(s) indicated above to assess the applicable standard(s). In your response, please include:

- · How do the selected measure(s) identify teachers' strengths and opportunities for their professional growth within the applicable teaching standards?
- In what ways do the selected measure(s) offer valid, reliable, and actionable data that supports ongoing professional development and continuous improvement?

Standard I: Knowledge of Students and Student Learning

Standard ×

> We selected observations to assess standard 1 because it will assess how the teacher tailors technology to a student's current abilities and understands a student's current misconceptions with the information. An observation will provide useful information because evaluators will be able to assess a teacher's choice of lesson activities and any supports given.

Standard II: Knowledge of Content and Instructional Planning

We selected observations to assess standard 2 because it will assess how the teacher designs and adapts instruction to include multiple content representations and provides opportunities for students to achieve learning goals in a variety of ways to meet their diverse needs. An observation will provide useful information because evaluators will be able to assess this interaction between the teacher, student, and the information to be taught.

Standard III: Instructional Practice

We selected observations to assess standard 3 because it will best show how the teacher adjusts the pace of instruction, focus of instruction, and method of delivery based on student progress. An observation will provide useful information because evaluators will be able to assess the teacher's willingness and ability to make such adjustments during the class time.

Standard IV: Learning Environment

We selected professional portfolios to assess standard 4 because it will show how the teacher fosters a climate of acceptance and respect. This is best shown through many artifacts collected throughout the school year.

Standard V: Assessment for Student Learning

We selected professional portfolios to assess standard 5 because it will show how the teacher designs a plan for an overall assessment system that is aligned with the curricular and instructional goals and accurately determines mastery of student skills and knowledge. This is best shown through many examples of assessments given throughout the school year.

PART 2. TEACHER EVALUATION

2A. Measures and Rationale



Professional Portfolio Description WHAT TYPE(S) OF EVIDENCE OF TEACHER PRACTICE WILL BE INCLUDED IN THE PORTFOLIO? Please select all that apply. * Personal statement Observation forms ☐ Survey and/or evaluation responses Teaching philosophy Reflective writing Professional learning activities Curriculum Stakeholder communications Evidence of collaboration with other Learning objectives educators/student support personnel Differentiated lesson plans Academic/professional presentations Assignments and rubrics Awards/achievements Student assessments and/or artifacts Volunteer activities/community involvement Assessments Other (please provide additional information in Data analysis the box below)

Professional Portfolio - Evaluation & Scoring

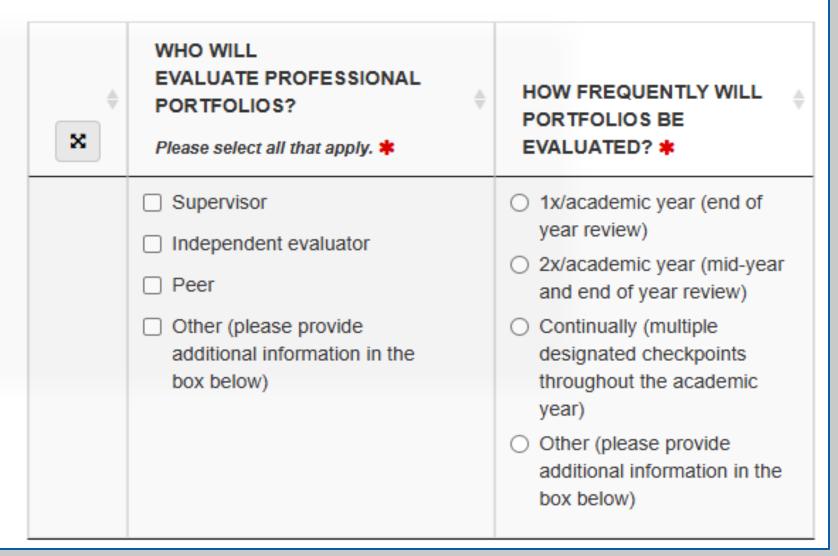
PART 2. TEACHER GROUP 1

2A-1. Measures and Rationale

2B-1. Professional Portfolios

Professional Portfolio Evaluation

Report Title: 2T0.PTF.EVL



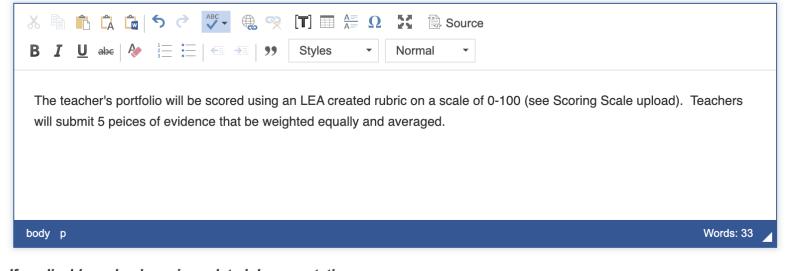


Professional Portfolio Scoring

The information entered below is specific to <u>scoring portfolios only</u>. How a portfolio score will contribute to the final rating for each applicable standard will be addressed in Part 4.

HOW ARE PORTFOLIOS SCORED?

Please use the text box to describe the scoring process and add any applicable documents below. *



If applicable, upload scoring-related documentation.

Choose File No file chosen

? Help

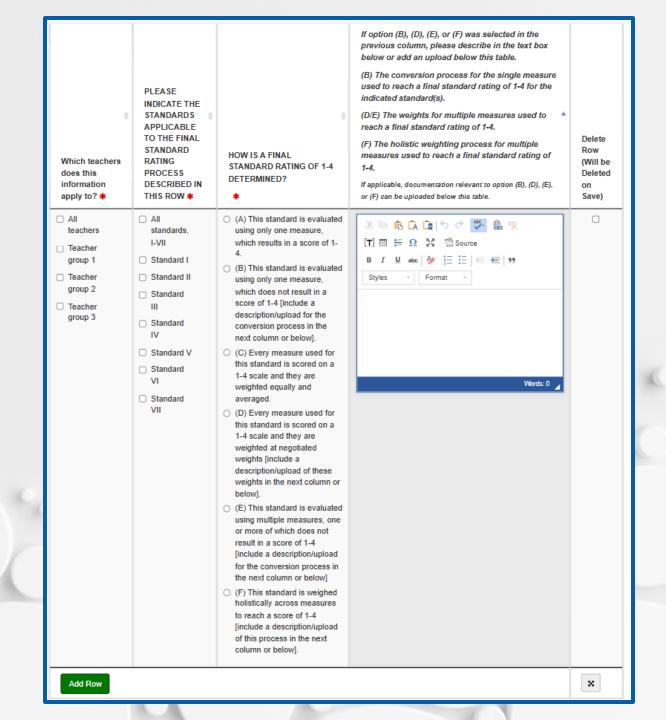
2B. – 2I. Describe Your Measures

Survey Navigation	
	☑
□ PART 2. TEACHER GROUP 1	
2A-1. Measures and Rationale	→
2B-1. Professional Portfolios	0
2C-1. Surveys and Feedback	0
2D-1. Goal Setting and Attainment	0
2E-1. Teacher Project	0
2F-1. Student Outcome Data	0
2G-1. Student Portfolios	0
2H-1. Teacher Observation	
2I-1. LEA-Developed Measure	0
■ PART 3. ADDITIONAL REQUIREMENTS FOR TEACHERS	lacksquare
	lacksquare
	lacksquare
■ PART 6. ADDITIONAL REQUIREMENTS FOR PRINCIPALS	✓
	✓
■ PART 8. ASSURANCES AND CERTIFICATION	⋖

3A. Professional Learning & Growth

Educator Evaluation - Education Law §3012-e - PART 3, ADDITIONAL REQUIREMENTS FOR TEACHERS - 3A, Professional Learning and Growth Back to Cycles **Survey Navigation** Previous Next -> ■ PART 1. STEPS PLAN OVERVIEW PROFESSIONAL LEARNING AND GROWTH ■ PART 2. TEACHER EVALUATION ■ PART 2. TEACHER GROUP 1 For guidance related to the NYS Standards-based Educator Evaluation and Professional Support (STEPS) System, see the STEPS resource page. ■ PART 2. TEACHER GROUP 2 A significant component of a STEPS plan is the requirement that LEAs maintain a comprehensive system of professional learning for all ■ PART 2. TEACHER GROUP 3 teachers that is supported by data, in order to improve their practice and support the success of all students. ☐ PART 3. ADDITIONAL REQUIREMENTS FOR TEACHERS LEAs must design a professional learning system that addresses the needs of teachers as identified from a variety of sources including: a formal needs analysis, data from the STEPS plan evaluation process, and other available student and educator information. The LEA will use data to monitor student progress, sustain · 3A. Professional Learning and Growth professional growth, and inform, plan, and assess the effectiveness of their professional growth system. LEAs should consider leveraging existing systems and · 3B. Evaluator Training processes such as their professional learning plan. ■ PART 4. TEACHER EVALUATION SCORING **■ PART 5. PRINCIPAL EVALUATION** Assurances ■ PART 5. PRINCIPAL GROUP 1 Please read the assurances below and check each box. * Report Title: 3.PLG.ASR PART 5. PRINCIPAL GROUP 2 ☐ Assure the LEA will maintain a comprehensive, systematic approach to high-quality professional learning for all educators to improve outcomes that address the ■ PART 5. PRINCIPAL GROUP 3 diversity of all students. ■ PART 6. ADDITIONAL REQUIREMENTS FOR Assure the LEA's formal professional growth plan will incorporate a variety of sources and types of student, educator, evaluation process, and system data. PRINCIPALS Assure the LEA will use data to monitor student progress, sustain professional growth, and inform, plan, assess, and evaluate professional learning. **■ PART 7. PRINCIPAL EVALUATION SCORING** Assure that feedback to teachers from the STEPS plan will be timely and actionable. ■ PART 8. ASSURANCES AND CERTIFICATION ☐ Assure the system of professional learning and growth includes a process where teachers who receive an overall rating of Level 1 or 2 shall have a personalized teacher support plan developed by the LEA in coordination with the teacher and their supervisor. 3A. Professional Learning and Growth Options **Goal Setting Process** Who determines professional learning goals for teachers? View Calculations Please select all that apply. * Report Title: 3.PLG.WHO □ District leadership Building leadership Supervisor Professional learning community (PLC) Self-identified Outside consultant Professional learning plan committee ☐ Other (please provide additional information in the box below)

4. Teacher Evaluation scoring:
Final Standard Ratings



(F) The holistic weighting process for multiple measures used to reach a final standard PLEASE INDICATE THE STANDARDS rating of 1-4. Which teachers does APPLICABLE TO THE FINAL STANDARD HOW IS A FINAL STANDARD RATING OF 1-4 DETERMINED? this information apply RATING PROCESS DESCRIBED IN THIS If applicable, documentation relevant to option (B), to? * ROW * * (D), (E), or (F) can be uploaded below this table. ☐ All teachers All standards, I-VII (A) This standard is evaluated using only one measure, which X 1 1 1 2 2 2 2 results in a score of 1-4. Teacher group 1 Standard I (B) This standard is evaluated using only one measure, which □ Teacher group 2 Standard II does not result in a score of 1-4 [include a description/upload for B I U abc | 🍪 \Xi 🗏 | € 🖅 | 99 the conversion process in the next column or below]. Teacher group 3 Standard III 4. Teacher - Normal -(C) Every measure used for this standard is scored on a 1-4 scale Standard IV and they are weighted equally and averaged. **Evaluation** ☐ Standard V (D) Every measure used for this standard is scored on a 1-4 scale and they are weighted at negotiated weights [include a Standard VI description/upload of these weights in the next column or below]. ☐ Standard VII (E) This standard is evaluated using multiple measures, one or more of which does not result in a score of 1-4 [include a description/upload for the conversion process in the next column or below body p **Standard** (F) This standard is weighed holistically across measures to reach a score of 1-4 [include a description/upload of this process in the next column or below]. ☐ All teachers All standards, I-VII (A) This standard is evaluated using only one measure, which results in a score of 1-4. Teacher group 1 Standard I [T] ≡ ≒ Ω % ⊜ Source (B) This standard is evaluated using only one measure, which Teacher group 2 Standard II does not result in a score of 1-4 [include a description/upload for the conversion process in the next column or below]. Teacher group 3 ☐ Standard III - Normal - (C) Every measure used for this standard is scored on a 1-4 scale ☐ Standard IV and they are weighted equally and averaged. The portfolio is scored on scale of 1-100. Standard V (D) Every measure used for this standard is scored on a 1-4 scale There will be 5 pieces of evidence, weighted and they are weighted at negotiated weights [include a equally and averaged. Once we get the 0-100 Standard VI description/upload of these weights in the next column or below]. score, we will use a conversion chart to Standard VII convert it to a 1-4 rating. Please see 0-100 (E) This standard is evaluated using multiple measures, one or more of which does not result in a score of 1-4 [include a portfolio measure score scale and conversion description/upload for the conversion process in the next column chart attached. or below? body p

(F) This standard is weighed holistically across measures to reach a score of 1-4 [include a description/upload of this process

in the next column or below].

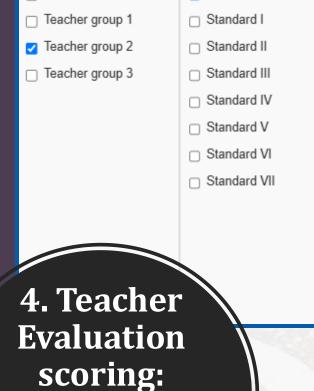
scoring:

Final

Ratings

Words: 0

Words: 49



Final

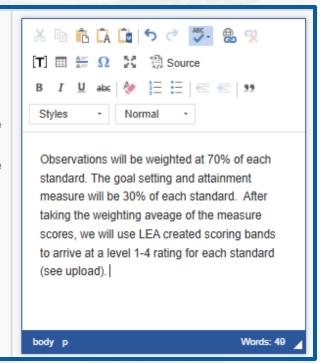
Standard

Ratings

All standards, I-VII

☐ All teachers

- (A) This standard is evaluated using only one measure, which results in a score of 1-4.
- (B) This standard is evaluated using only one measure, which does not result in a score of 1-4 [include a description/upload for the conversion process in the next column or below].
- (C) Every measure used for this standard is scored on a 1-4 scale and they are weighted equally and averaged.
- (D) Every measure used for this standard is scored on a 1-4 scale and they are weighted at negotiated weights [include a description/upload of these weights in the next column or below].
- (E) This standard is evaluated using multiple measures, one or more of which does not result in a score of 1-4 [include a description/upload for the conversion process in the next column or below]
- (F) This standard is weighed holistically across measures to reach a score of 1-4 [include a description/upload of this process in the next column or below].



4A. Teacher Evaluation Scoring: Overall Rating

TEACHER EVALUATION SCORING: OVERALL RATING

To determine the overall rating, an LEA may use a system of scoring that results in a rating of 1-4, design a conversion chart, develop a matrix, or use another method.

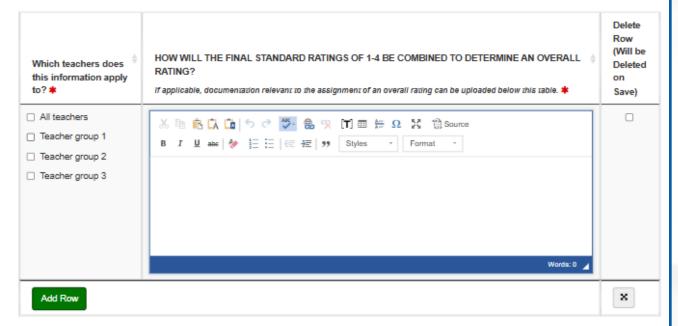
The LEA will determine how to combine ratings from applicable standards in order to reach an overall rating of 1-4. Overall ratings must be based on the rating received for each standard, and not on a subset of standards.

The LEA will determine the standards for the 1-4 overall rating, based on locally determined expectations for teaching and learning. The rating levels are:

- Performance significantly below an LEA's expectations aligned to teaching standards (level 1)
- Performance that partially meets an LEA's expectations aligned to teaching standards (level 2)
- Performance that meets an LEA's expectations aligned to teaching standards (level 3)
- · Performance that exceeds an LEA's expectations aligned to teaching standards (level 4)

Probationary teachers are required to receive an overall rating on an annual basis, and tenured teachers must receive an overall rating at least once across an annual or multi-year evaluation cycle.

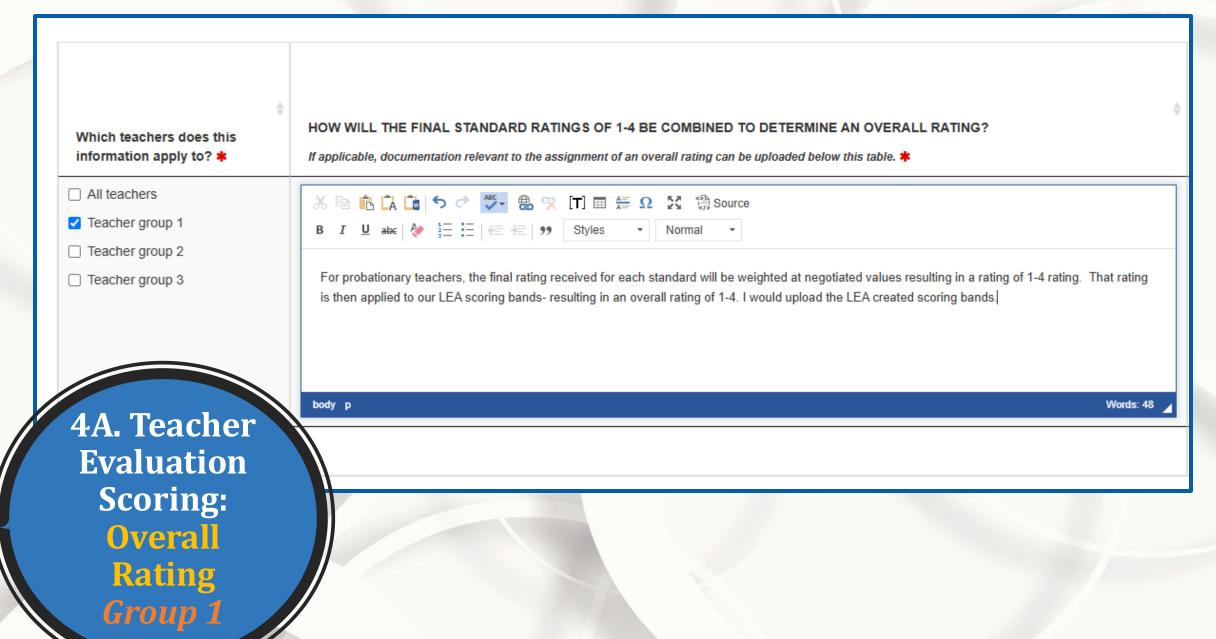
Report Title: 4T.OR

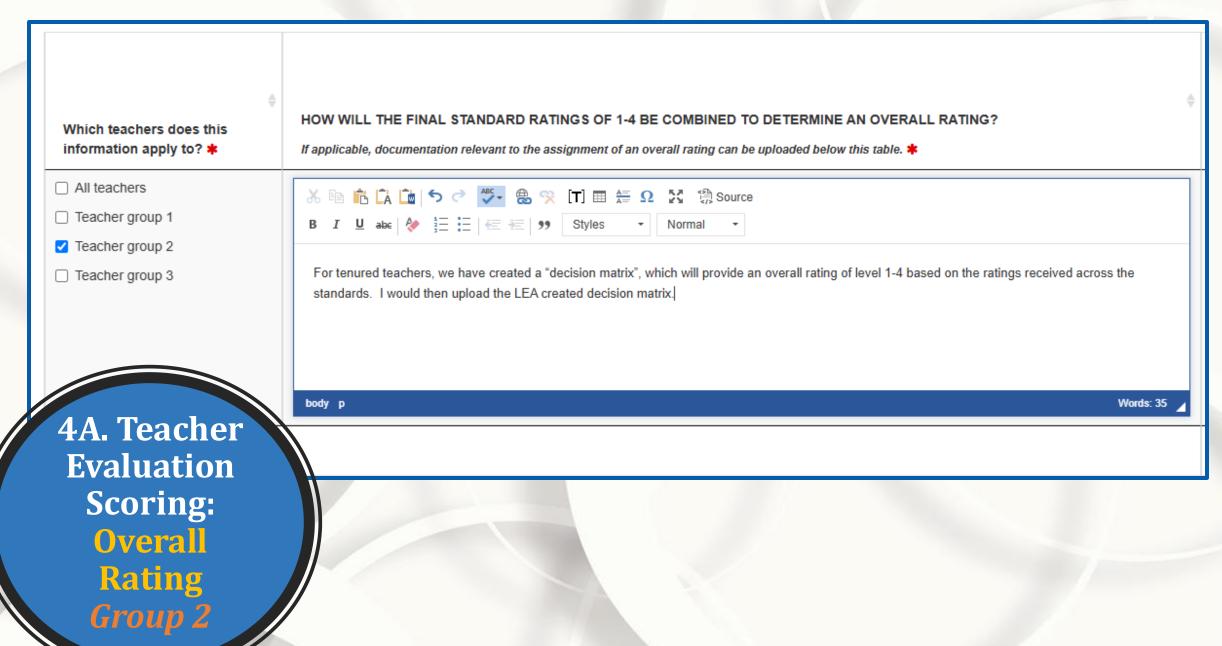


If applicable, upload a document related the assignment of an overall rating below.

Report Title: 4Q.OR.UPL



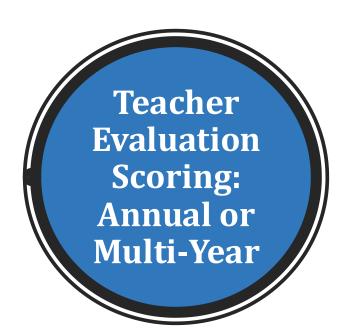




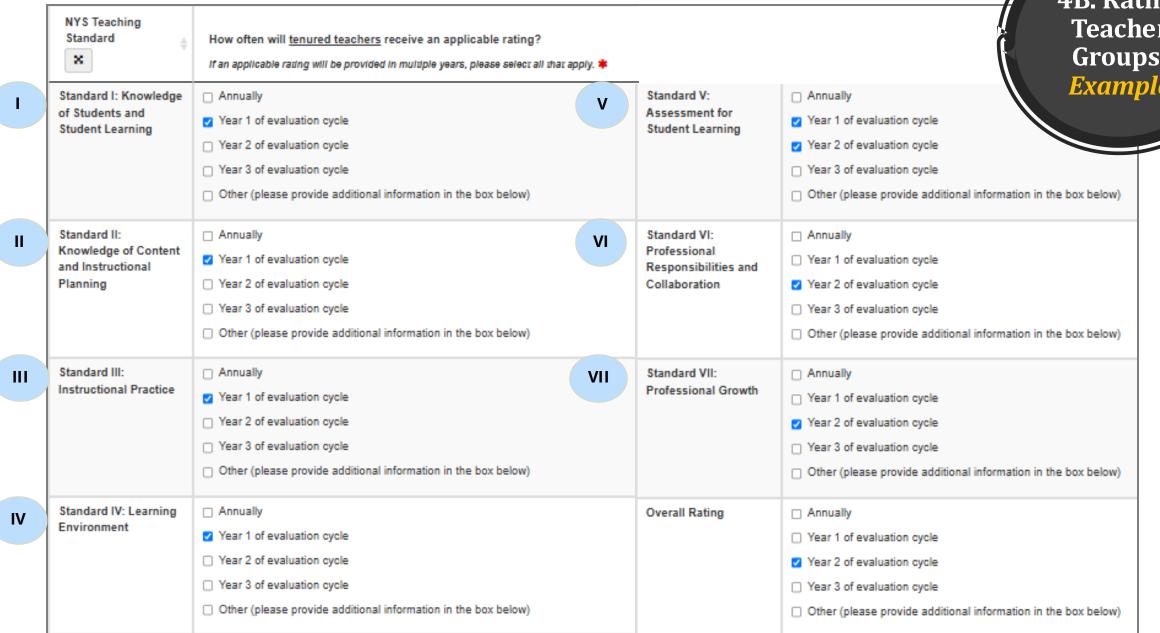
TEACHER EVALUATION SCORING: TENURED TEACHERS

Are tenured teachers evaluated on an annual or multi-year evaluation cycle? *

- ALL tenured teachers are evaluated on an annual cycle (a teacher receives a rating for each standard and an overall rating every year).
- At least some tenured teachers are evaluated on a multi-year cycle (a teacher does not receive an annual rating for each standard or does not receive an overall rating every year).



Example of 2-year evaluation cycle for tenured teachers

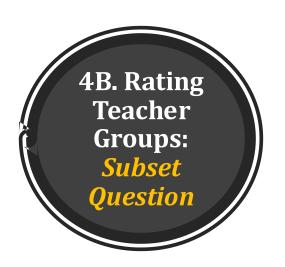


4B. Rating **Teacher Groups: Example**

Does the information in the table above apply to ALL tenured teachers, or to a subset of tenured teachers? *

- The information in the table above applies to ALL tenured teachers.
- The information in the table above applies to a subset of tenured teachers.

Please indicate the subset of tenured teachers the information above applies to. *



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