



# Smarter Balanced Educator PD Opportunities - 2017

## Educator Information, FAQs, and application process

**To:** Smarter Balanced Member Educators

**From:** Carol Anton, Teacher Involvement Coordinator

**Subject:** Smarter Balanced Educator Recruitment Information for Educator Professional Development Activities

*This email is being sent on behalf of Smarter Balanced Assessment Consortium.*

Dear Educator,

The Smarter Balanced Assessment Consortium, with support from your state's Teacher Involvement Coordinator (TIC), seeks educators who meet the qualifications outlined below to participate in in-person content development activities beginning in Spring 2017.

- A. Currently certified or licensed to teach ELA/literacy or Mathematics in a K-12 public school or certified to teach English learners and/or students with disabilities; and
- B. Currently teaching in a public school or currently employed by a public school, district or state education entity including higher education located within a Smarter Balanced member state; and
- C. Within the past three years:
  - Have taught ELA/literacy or Mathematics in grades 3 through 8 and/or high school or have worked in a classroom content support role such as a literacy or district or state content specialist.

### AND/OR

- Have taught students with disabilities and/or English learners in grades 3 through 8 and/or high school or have worked in a support role such as a district/school coordinator or instructional specialist. Specializations in visual impairments or teaching for students who are deaf and hard of hearing are encouraged.
- D. Have previously reviewed part or all of the Common Core State Standards for the content area in which they are interested in working.
  - E. For item writing, all educators must submit a statement of interest upon request that describes (a) the reason(s) for their interest in developing items for the Smarter Balanced assessment system and (b) their qualifications for doing so.

Educators who have documented expertise in the areas of science and/or social science may apply for ELA/literacy item review.

Some activities will have additional preferred experience qualifications.



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The Smarter Balanced item development process involves educators, researchers, policymakers, and community groups in a transparent consensus-driven process to help all students thrive in a global economy. The 2017 item development meetings will be:

- Item Authoring and Review
- Range Finding and Data Review
- Item Mapping and Digital Library playlists
- Annotating Student Work

Interested candidates can apply by submitting the application form included to their TIC via email by **February 17, 2017**. Your TIC will recommend a limited number of qualified education employees from your state to participate.

Smarter Balanced and respective contractors will select educators to serve based on recommendations from each state's TIC. The selection of educators will strive to represent a balance of geographic region, grade levels, years of experience, and other demographic data.

Lodging, travel costs, and applicable reimbursements will be provided following the meeting to each selected participant and may include substitute reimbursement, as defined by local policy. The selected educators will need to complete additional travel and contract information. **All travel during regularly contracted work days will need the approval of your school or district administrator and the completion of the appropriate travel forms (Form 440).**

Table 1: Item Development Opportunities

Content	Grades	Meetings
ELA and Math	3–8, HS	Item Authoring and Review
ELA and Math	3–8, HS	Range Finding and Data Review
ELA and Math	3–8, HS	Item Mapping and Digital Library Playlists
ELA	3–8, HS	Annotating Student Work

## Frequently Asked Questions Regarding Content Development

**Q: What are the dates and length of the content development sessions?**

**A:** Annotating Student Work (ELA) will be fully virtual and is scheduled for March. Mathematics Item Review and Item Authoring is scheduled for April 17–20. Mathematics Item Review is scheduled for July 24 – 28. ELA Item Review and Item Authoring is scheduled for 5 days in June. ELA Item Review is scheduled in October. Range Finding is scheduled for September.

Data Review will have a 4-5 day meeting, followed by remote completion of the remaining assignment, if necessary, during December. Item Mapping and Digital Library Connections Playlists will involve a 3-5 day meeting in August.

**Q: How are educators selected for participation?**

**A:** Smarter Balanced and the contractor will select educators to attend the meetings from across all Smarter Balanced members based on recommendations from each member's TIC. The selection of educators will aim to represent a balance of geographic region, grade levels, years of experience, and other information.

**Q: How and when will I know if I will be selected for participation?**

**A:** Recruitment for these meetings will occur across all Smarter Balanced members. Selected participants and alternates will receive notification regarding their status of participation in March – May 2017, depending on the timeline for the associated activity. Alternates will be contacted as needed starting in March and lasting through the summer.

**Q: Where do meetings occur?**

**A:** Meetings will be coordinated across Smarter Balanced member states. Locations will be provided in the invitation emails.

**Q: Will my expenses be paid?**

**A:** Airfare, hotel, and meal expenses for selected participants will be covered and reimbursed as explained in the invitation letter. Substitute pay may be available, depending on your state policy.

**Q: How much time can we expect to spend on this project in total?**

**A:** The workday is approximately eight hours, with morning, afternoon and lunch breaks during meetings. Item Authoring and Data Review participants may need additional off-site time following the review meeting to complete the assignment.

**Q: How are the meetings structured?**

**A:** Participants work in groups by grades or claims and content areas. The process begins with an orientation. Educators will complete much of the work as a group, but participants will spend some time reviewing or processing information independently. For item authoring and data review, participants may receive assignments for additional tasks that they may complete remotely.

**Please complete and submit an online application form by Friday, February 17, 2017, indicating the activities you would like to apply for at:**

<https://www.surveymonkey.com/r/SBEducator2017>

**For questions, please contact Carol Anton: [carol\\_anton@notes.k12.hi.us](mailto:carol_anton@notes.k12.hi.us)**