

IMPACT Annual Reference Guide

CYCLE
DATES &
SUPPORTS



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

2019
2020

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PUTTING GROWTH FIRST

DCPS has seen continuous improvement in student achievement because of the extraordinary passion, skill, joy, and talent teachers, school leaders, and staff bring to work each day. DCPS employees help make schools welcoming environments and support students' intellectual, social-emotional, and physical needs — all of which are critical to student success. To both build on past success and accelerate efforts to close the achievement gap, we must continue to concentrate our work on ensuring all students feel loved, challenged, and prepared to positively influence society and thrive in life.

IMPACT reflects our belief that everyone in our system plays a critical role in improving student outcomes. With an outstanding teacher in every classroom and excellent staff members throughout our schools, our students will graduate prepared for success. IMPACT supports professional growth by:

- 1. Clarifying Expectations** — IMPACT outlines clear performance expectations and provides a common language of success for all school-based employees.
- 2. Providing Frequent and Meaningful Feedback** — Quality feedback is a key element in improving one's practice. Regular feedback opportunities support reflection and action planning toward excellence.

The success of our students hinges on the work you do every day. Your professional growth is critical to the DCPS mission and is cultivated through a clear vision of excellence paired with meaningful and aligned feedback opportunities.

“I'm so lucky to have started my teaching career in DCPS and to have developed my craft under IMPACT. The feedback I have received from observers over the years has made me a better teacher and in turn has helped my students learn more in a joyful classroom. Teaching in DCPS isn't like teaching anywhere else. Having a framework like IMPACT — the inspiring Essential Practices, the professional development opportunities, the continual focus on growth and collaboration with leadership — shows how much DCPS values its teachers and values learning. I'm very thankful to be a part of it.”

— *Teacher, Eastern Senior High School*



COMPREHENSIVE IMPACT GROUP LIST

IMPACT outlines clear performance expectations for all school-based employees. IMPACT groups are listed in the table below. Additional details, including relevant metrics for each group, may be found in 2019–20 group-specific IMPACT Guidebooks on the DCPS website.

TEACHER GROUPS (1–7)	
Group 1	Teachers (Grades 4+) with Individual Value-Added Student Achievement and Student Survey Data
Group 1a	Teacher LEAP Leaders (Grades 4+) with Individual Value-Added Student Achievement and Student Survey Data
Group 2	Teachers (Grades 3+) with Student Survey Data
Group 2a	Early Childhood Education Teachers
Group 2b	Teachers (Grades 1+) without Student Survey Data
Group 2c	Teacher LEAP Leaders (Grades 3+) with Student Survey Data
Group 2d	Teachers (Grades 1+) without Student Survey Data
Group 2e	Early Childhood Education Teacher LEAP Leaders
Group 3	Special Education Teachers
Group 3a	Special Education Teachers — Communication and Education Supports (CES) Program
Group 3b	Special Education Teachers — Early Childhood Education
Group 3c	Special Education Teachers — Communication and Education Supports (CES) Program — Early Childhood Education
Group 3d	Itinerant Special Education Teachers
Group 3e	Special Education Teacher LEAP Leaders
Group 3f	Special Education Teacher LEAP Leaders — Early Childhood Education
Group 5	Itinerant English Language Learner (ELL) Teachers
Group 6	Shared Teachers
Group 7	Home/Hospital Instruction Program (HIP) Teachers

SCHOOL-BASED STAFF (GROUPS 8–20)	
Group 8	Student Support Professionals
Group 9	Library Media Specialists
Group 10	Counselors
Group 11	School-Based Social Workers
Group 11a	School-Based Psychologists
Group 12	Related Service Providers
Group 12a	Speech-Language Pathologists
Group 13	Special Education Coordinators
Group 14	Program Coordinators and Deans
Group 15	Instructional Coach LEAP Leaders
Group 16	Other Instructional Coaches
Group 17	Educational Aides
Group 18	Office Staff
Group 19	Custodial Staff
Group 20	All Other School-Based Personnel



IMPACT GROUPS 1–7 (TEACHERS)

DCPS Essential Practices Observation Cycle Dates

Observation schedules are differentiated based on each teacher's LIFT stage. Please see the charts below to learn more about the observation schedule aligned with each LIFT stage.*

TEACHER STAGE

Teachers at the Teacher stage will receive **three IMPACT observations**, which will be conducted by an administrator.

TEACHER OBSERVATION CYCLES

OCT 1	DEC 12	DEC 13	MAR 12	MAR 13	JUNE 4
CYCLE 1		CYCLE 2		CYCLE 3	

ESTABLISHED TEACHER STAGE

Teachers at the Established Teacher stage will receive **three IMPACT observations**, which will be conducted by an administrator.

ESTABLISHED TEACHER OBSERVATION CYCLES

OCT 1	DEC 12	DEC 13	MAR 12	MAR 13	JUNE 4
CYCLE 1		CYCLE 2		CYCLE 3	

ADVANCED TEACHER STAGE

Teachers at the Advanced Teacher stage will receive **three IMPACT observations**, which will be conducted by an administrator.

ADVANCED TEACHER OBSERVATION CYCLES

OCT 1	DEC 12	DEC 13	MAR 12	MAR 13	JUNE 4
CYCLE 1		CYCLE 2		CYCLE 3	

*Teachers shared across schools will receive the number of indicated observations at each school.

DISTINGUISHED TEACHER STAGE

Teachers at the Distinguished Teacher stage will receive **two IMPACT observations**, which will be conducted by an administrator.

DISTINGUISHED TEACHER OBSERVATION CYCLES

OCT 1	DEC 12	DEC 13	MAR 12	MAR 13	JUNE 4
CYCLE 1		CYCLE 2		N/A	

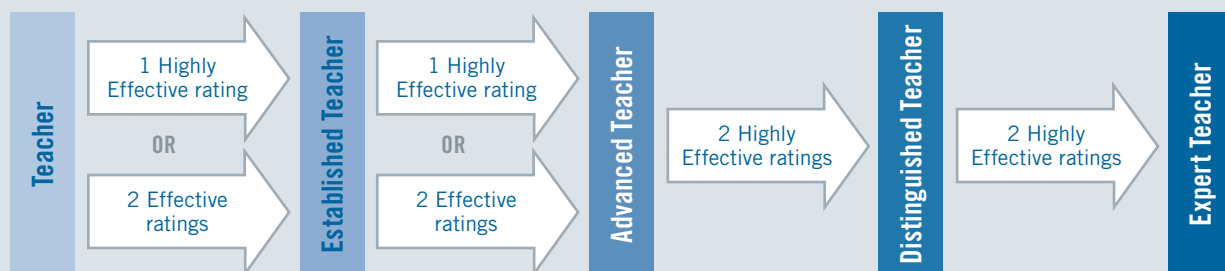
EXPERT TEACHER STAGE

Teachers at the Expert Teacher stage will receive **at least one*** IMPACT observation, which will be conducted by an administrator. The observation will take place by December 12. If the score from this observation is below 3.0 (on the 1.0 to 4.0 scale), the teacher will automatically receive a second IMPACT observation. If the score from this observation is 3.0 or higher (on the 1.0 to 4.0 scale), the teacher will not receive her or his second observation, unless requested by the teacher.

EXPERT TEACHER OBSERVATION CYCLES

OCT 1	DEC 12	DEC 13	MAR 12	MAR 13	JUNE 4
CYCLE 1		CYCLE 2**		N/A	

ADVANCING UP THE LIFT CAREER LADDER



* Per the requirements of the U.S. Department of Education, and to promote the growth and development of all teachers, Expert Teachers will be observed more than once over the course of the school year. For Expert Teachers who opt out of subsequent observations, administrators will only submit one formal IMPACT report.

** Eligible teachers will not receive a Cycle 2 IMPACT observation.

IMPACT GROUPS 1–7 (TEACHERS)

Other Cycle Dates

SCHOOL LEADER-ASSESSED MEASURES FOR TEACHERS (GROUPS 1–7)

The measures below are assessed by the following IMPACT Cycle dates:

IMPACT MEASURES	CYCLE 1 END DATE	CYCLE 3 END DATE	GROUPS
CSC — Commitment to School Community	DEC 12	JUNE 11	1–3c, 3e–3f, 6
CP — Core Professionalism	DEC 12	JUNE 11	1–7
LLF — LEAP Leadership Framework	JAN 23	JUNE 4	1a, 2c, 2e, 3e, 3f, 15

IMPACT MEASURE	TEACHER SUBMISSION	SCORES DUE	GROUPS
TAS — Teacher-Assessed Student Achievement Data*	OCT 17	JUNE 18	1–6

*Your school leader may set internal deadlines for TAS submissions.

CENTRAL OFFICE-ASSESSED MEASURES FOR TEACHERS (GROUPS 3–3F)

The measures below are assessed by the following IMPACT Cycle dates:

IMPACT MEASURES	CYCLE 1 END DATE	CYCLE 3 END DATE	GROUPS
ABA — Applied Behavior Analysis for CES Programs	JAN 23	JUNE 4	3a, 3c
ELT — Eligibility Timeliness**	N/A	MAY 31	3–3f
IEPT — Individualized Education Program Timeliness**	N/A	MAY 31	3–3f

**These measures are calculated annually.

Note: There is no Cycle 2 assessment of these measures.

IMPACT GROUPS 8–20

Cycle Dates

SCHOOL LEADER-ASSESSED MEASURES FOR NON-TEACHERS (GROUPS 8–20)

Non-teachers are assessed on their primary performance rubric in Cycle 1 by **JANUARY 23** and in Cycle 3 by **JUNE 4**. The measures below are assessed by the following IMPACT Cycle dates:

IMPACT MEASURES	CYCLE 1 END DATE	CYCLE 3 END DATE	GROUPS
CSC — Commitment to School Community	JAN 23	JUNE 11	8–11a, 13–19
CP — Core Professionalism	JAN 23	JUNE 11	8–20

IMPACT MEASURE	COACH SUBMISSION	SCORES DUE	GROUP
ICG — Instructional Coach Goals*	OCT 17	JUNE 18	15

*Your school leader may set internal deadlines for ICG submissions.

CENTRAL OFFICE-ASSESSED MEASURES FOR NON-TEACHERS (GROUPS 11–13)

The measures below are assessed by the following IMPACT Cycle dates:

IMPACT MEASURES	CYCLE 1 END DATE	CYCLE 3 END DATE	GROUPS
PSY-CO — School-Based Psychologist Standards	JAN 23	JUNE 4	11a
SW-CO — School-Based Social Worker Standards	JAN 23	JUNE 4	11
AT — Assessment Timeliness**	N/A	MAY 31	11–12a
IEPT — Individualized Education Program Timeliness**	N/A	MAY 31	12a
SELT — School Eligibility Timeliness**	N/A	MAY 31	13
SIEPT — School Individualized Education Program Timeliness**	N/A	MAY 31	13

**These measures are calculated annually.

Note: There is no Cycle 2 assessment of these measures.

SUPPORTING YOUR SUCCESS

Professional development is critical to our success as a school system. After all, the best schools are those focused on the learning of children *and* adults. This is why providing educators with outstanding support is a top district priority.

Below you will find more information about resources and learning opportunities designed to help you improve your practice.

CANVAS

Canvas (<https://dcps.instructure.com>) is an online platform that provides teachers with curricular resources across all subjects. Curricular resources are aligned with Common Core State Standards, Next Generation Science Standards, and other academic standards. These resources include scope and sequence documents, unit overviews, recommended anchor texts, suggested summative assessments, Cornerstones assignments, and many other resources. Teachers may access these resources and sign up for relevant events and announcements by visiting <https://dcps.instructure.com> and logging in using their DCPS email address (first.last@k12.dc.gov) and e-mail password. Should they have questions, teachers may contact canvas@k12.dc.gov.

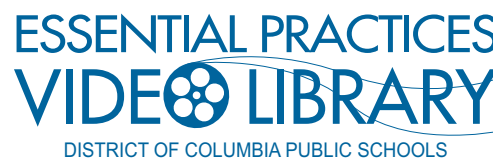
LEAP

LEAP is designed to support teachers in developing their content expertise and in becoming truly expert at teaching the DCPS Common Core-aligned curriculum and other course-specific content. To do this, teachers engage in a cycle of development in small, content-specific professional learning communities (LEAP Teams) led by content experts (LEAP Leaders). For ELA, Math, ECE, ESL, SPED, Science (high school), and Social Studies (high school) teachers, the LEAP cycle consists of a LEAP seminar and regular coaching touchpoints. For more information about LEAP, please contact the LEAP Team at LEAP@k12.dc.gov or visit the LEAP webpage at <https://dcps.dc.gov/page/leap-teacher-professional-development> or the LEAP page on Canvas at <https://dcps.instructure.com>.



ESSENTIAL PRACTICES VIDEO LIBRARY

The Essential Practices Video Library is a growing collection of videos featuring DCPS teachers from all over the district. The library brings the Essential Practices to life by showing what excellence looks like in DCPS classrooms. The videos offer a snapshots of exemplary classroom instruction from various grade levels and content areas, play-by-play descriptions of key teacher actions, and connections to the Essential Practices. DCPS staff can view the entire Essential Practices Video Library on Canvas at <https://bit.ly/EPvideolibrary>.



SOCIAL EMOTIONAL LEARNING

DCPS is vested towards developing the whole child. In order for us to achieve this essential outcome, we infuse social emotional learning (SEL) into our daily practices and routines. DCPS is committed to ensuring that every student receives a holistic learning experience that prepares them for success. We acknowledge that learning is social and emotional, and by elevating those aspects of the learning process, we are ensuring that students are equipped to assume the rigor of learning while gaining the necessary tools to navigate the challenges of the world around them. The SEL Team is organized to support schools through providing professional development, resources and technical assistance on how to implement SEL with efficiency and fidelity. To inquire about receiving SEL support please reach out to dcps.sel@k12.dc.gov.

DCPS UNION PARTNERS

Most DCPS staff members are represented by one of four valued union partners, which provide staff members with support, professional development opportunities, and collective bargaining. Should employees have questions regarding their union membership, they may contact HR Answers at 202-442-4090. Our union partners include:

- **American Federation of State, County, and Municipal Employees (AFSCME) Local 2921:** American Federation of State, County, and Municipal Employees (AFSCME) members work in public schools throughout the nation in helping children realize their full potential. They do so by providing services critical to an effective and healthy learning environment — assisting in the classroom and providing clerical and other support to teachers, administrators, and families. AFSCME Local 2921 represents DCPS' school-based clerical staff and educational aides. For more information, please visit www.districtcouncil20.org.
- **Teamsters Local 639:** The Teamsters union mission is to organize and educate workers toward a higher standard of living. Teamster contracts are the guarantors of decent wages, fair promotion, health coverage, job security, paid time off, and retirement income. Teamsters Local 639 represents DCPS' custodians and attendance counselors. For more information, please visit www.teamsters639.com.
- **Council of School Officers (CSO):** The Council of School Officers union (CSO) represents DCPS Administrators below the rank of Instructional Superintendent. The CSO works to bring about fair and equitable labor agreements such as contracts, fair wages, and job descriptions on behalf of their members who serve our students and communities. For more information, please visit www.councilofschoolofficers.org.
- **Washington Teachers' Union (WTU):** The Washington Teachers' Union (WTU) represents more than 5,000 members in Washington, D.C., including teachers, instructional coaches, counselors, library media specialists, and others. The WTU is dedicated to social and educational justice for the students of the District of Columbia and to improving the quality of support, resources, compensation, and working conditions for the public servants and proud teachers who educate our students in D.C. Public Schools. For more information, please visit www.wtulocal6.org.





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