

Program Assessment Requirements Handbook, Form OEL-SR 740

Identified Tool for Assessments: Teachstone CLASS® ~~Assessment Tool~~

Purpose: To provide clear and intentional assessment guidelines and provide quality assurance for CLASS® observations.

Provider Registration Process

Requirements:

- At least 60 calendar days prior to a contract execution (~~new provider with no previous composite~~) or annual program assessment due date (provider with a previous or current SR contract) renewal, a provider must notify the coalition of their desire to provide School Readiness services in the upcoming year.
- Upon the coalition's request, the provider shall register their current classrooms, directors, and teachers instructors in the OEL-defined system.
- The following information is required~~must be provided~~:
 - Provider Name
 - Provider Address
 - Provider OEL ID Number
 - Primary Contact Information
 - Provider's Early Learning Coalition
 - ~~○ Capacity (as defined by Rule 6M-4.620, F.A.C.)~~
 - ~~○ Number of Children Ages Birth-Kindergarten Entry Enrolled~~
 - ~~○ Number of School Readiness Children Ages Birth-Kindergarten Entry~~
 - Teacher~~Instructor~~/Director Name(s)
 - Teacher/Director ~~Instructor~~ Email
 - Teacher/Director ~~Instructor~~ Date of birth
 - ~~○ Credentials~~
 - Teacher/Director Date of hire
 - Teacher/Director Date started in classroom
 - Classroom Names
 - Classroom Care Levels
 - Classroom Teacher ~~Instructor~~ Assignments

Observer Requirements

Reliability and Certification:

To validate observer quality and reliability, all observers shall have a current certification achieved by completing and passing all trainings and assessments required by Teachstone to conduct a CLASS® observation with validity and fidelity. Only early learning coalition staff, OEL vendors or coalition

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~~designees may conduct CLASS observations. will only be accepted from early learning coalition staff, OEL vendors, or a coalition designee.~~

Staffing Considerations:

- Observers shall have the ability to speak, understand, and write in the language of the classrooms they are observing.
- Observers shall not conduct an observation of classrooms in which the observer:
 - Is an immediate family member of the teacher being observed.
 - Is an immediate family member of an individual who supervises or provides training or technical assistance to the teacher being observed.
 - Has direct financial interest in the site where the classroom observation is taking place being observed.
 - Has children currently enrolled or enrolled in other classrooms at the site.

Expectations for Observations

Observation Norms:

- A CLASS® observation is an observation of a classroom using the appropriate Infant, Toddler or PreK CLASS® tool.
- A cycle involves observing and recording behavioral notes followed by scoring each dimension.
- An observer with reliability certification on the tool appropriate for the room conducts four cycles of observation.
- Teachstone CLASS guidelines require observers to watch, without interruption, activities in the classroom and/or outside:
 - For 15 minutes per cycle for Infant CLASS observations;
 - For 15-20 minutes per cycle for Toddler CLASS observations.
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- Teachstone CLASS guidelines require observers to watch, without interruption, activities in the classroom:
 - For a period of 20 minutes per cycle.
- ~~The observer shall select a two week window when regular activities are occurring for observation, allowing the provider to choose up to three days that are not available for observation.~~
- The A window for observation should be agreed upon by the observer, the provider, and the teacher, and should consider classroom schedules.
- For infant rooms, at least one infant must be awake for the duration of the observation cycle.
 - Observing during meal times is permitted.
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- ~~Per Teachstone CLASS guidelines, Infant CLASS observation procedures require observers to watch, without interruption, activities in the classroom and/or outside for 15 minutes. The Toddler CLASS observation procedure requires observers to watch, without interruption, activities in the classroom and/or outside for 15-20 minutes. The PreK observation procedure requires the observer to watch, without interruption, activity in the classroom for a period of 20 minutes.~~
- ~~The observer shall observe all parts of the daily routine except unstructured outside time for PreK rooms and naptime for Toddler and PreK rooms. If PreK outside time is a structured part of the lesson for that day (e.g. dramatic play outside setting up a carwash), observations may be made.~~
- ~~For infant rooms, at least one infant must be awake for the duration of the observation cycle.~~
- ~~Observing during meal times is permitted.~~
- Multi-age classrooms shall be assessed based on the age of the majority age of children in the room. ~~If there is an even number of children at each age, the observer shall choose one of the tools with the majority of the age groups represented.~~
- All observations must be conducted in accordance with the requirements of Teachstone, LLC guidance.

The observer shall:

- Select a two-week window when regular activities are occurring for observation, allowing the provider to choose up to three days that are not available for observation.
- Observe all parts of the daily routine except unstructured outside time for PreK rooms and naptime for Toddler and PreK rooms. If PreK outside time is a structured part of the lesson for that day (e.g. dramatic play outside setting up a carwash), outside time may be observed.
- Choose one of the tools representing one of the age groups represented if there is an even number of children at each age.
- Complete during observation the CLASS observation score sheet.
- Complete the observation using the CLASS manual and this observation protocol.
- Bring additional materials necessary such as clipboard, pen/pencil, timer/watch, identification badge, CLASS certification card, driver's license.

Recording Observations in the OEL-defined system:

- All scores and notes must be entered into the OEL-defined system **within 72 hours (excluding federally recognized holidays)** of conducting the final classroom an-observation required for generating a composite score.
- The observation data entered in the OEL-defined system should match the classroom listed in the OEL-defined system **exactly.**

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- The number of children should be averaged across 4 cycles, and the number of teachers should be rounded up and listed.
- **Notes are required for all CLASS dimensions.** The notes should fully support the score given, with use of examples and -quotations from the observation (in the original language used in the classroom when possible). Sentence fragments and easily understood abbreviations are permitted.

Data Correction

Processes:

- Observers may not edit ~~E~~lectronically reported observation data may not be edited once it has been entered in the OEL-defined system, unless a request for editing is received and approved by the Office.
- The Office may request additional documentation to support the validity of the changes.

Rationale:

- Requests for data correction will only be approved for the following reasons:
 - Class observation results have been reported incorrectly.
 - Class observation results were not reported.

Second Assessments

Processes:

- When requesting a second assessment from the early learning coalition, a provider shall indicate its preference for the assessment to be conducted by an approved OEL vendor, coalition or coalition designee, if available.
- Providers must coordinate second assessment requests through their affiliated early learning coalition and provide payment prior to the assessment being conducted.
- Providers may indicate whether they prefer to have the same observer conduct the second assessment.

Special Considerations

Financing:

- The Office, coalition, or third-party contracted vendor shall not charge any provider for any part of the annual required observation.

Extenuating Circumstances:

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- If a teacher has an extenuating circumstance which causes her absence from a classroom on the day it is scheduled to be observed, the observer may choose to do the following:
 - Reschedule the observation within 15 calendar days of original observation date.
 - Choose another classroom of the same age group to observe (if available).
- If the classroom has had two occurrences of the assigned teacher being absent on the day of observation, the observer shall choose a different classroom in that age level. If there is no other classroom in that age level, the provider shall not have a contract executed until the classroom is observed.
- If the assigned teacher is no longer assigned to the selected classroom, the observer shall:
 - Confirm with the director that the teacher present is not the assigned teacher within the OEL-defined system.
 - Advise the director that the teacher present in the room the day of the observation will be observed and record that information in the OEL-defined system.
 - ~~Ensure the if the newly hired~~ teacher has ~~not~~ been assigned to the selected classroom for at least 30 calendar business days, ~~the observation shall be rescheduled.~~
 - ~~Reschedule the observation within 30 calendar days~~ ~~Once~~ the teacher has been in the room for at least 30 calendar business days, ~~the observation must be scheduled within 30 business days.~~
- A provider should notify the observer as soon as they are aware of any circumstance which would cause a teacher to be absent from a classroom they are scheduled to be in for observation.