

General Information for Educator Involvement

The Smarter Balanced Assessment Consortium (Smarter Balanced) is recruiting qualified educators to support assessment activities in 2017. We are asking Smarter Balanced Teacher Involvement Coordinators (TICs) to recruit and recommend qualified educators in your state to participate in selected development activities for the assessment system. To support the recruitment process in your state, this document outlines important information for educator recruitment. Smarter Balanced is recruiting for five educator activities:

- Item Mapping and Playlist Connections
- Item Authoring for ELA and Mathematics
- Item Review for Content, Fairness, and Accessibility
- Range Finding and Data Review
- Annotating Student Work

Qualifications:

- 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.

Specific Information about Recruitment

Smarter Balanced is recruiting educators to participate in the upcoming activities, which include Item Mapping, Item Review, Data Review, and Annotating Student Work. Below is a description of the nature of work for each activity.

Item Mapping and Digital Library Playlists

Educators grouped by subject and grade will review items to support the development of item maps to show the relationship between students' scores and what they know and can do. Educators will consider the knowledge and skills needed to answer items to create descriptors that differentiate performance between items. Additionally, educators will identify resources in the Digital Library aligned to the item map that can be used by educators in Digital Library Connections Playlists. The Connections Playlists delineate resources aligned to content across achievement categories. These playlists are provided in the Digital Library. Smarter Balanced staff and the item mapping contractor will facilitate and conduct the on-site meetings collaboratively with members.

Item Review

Educators will complete an on-site review of pre-field test items for English language arts/literacy or mathematics considering content, fairness, and accessibility criteria. Item reviewers will receive at the beginning of the meetings training based on Smarter Balanced item quality criteria. Smarter Balanced staff and the contractor will facilitate and conduct meetings as a collaborative process with selected educators from Smarter Balanced member states.

Item Authoring

Educators participating in item review for content alignment will also be assigned sets of items to write during the first phase of development. Assignments will range from 10–25 items depending on the task model and content assigned. Assignments will take approximately twenty hours to complete following the item review meeting. Educators will have approximately one month to complete the item writing assignment.

Range Finding and Data Review

At Range Finding, educators will review student responses for field test items and confirm scores related to the rubric. At a subsequent meeting, a different group of educators will review English language arts/literacy or mathematics items with statistical flags of the field test data to determine if the items are appropriate for inclusion in the Smarter Balanced item bank. Reviewers will receive training on interpreting the statistical flags and the review process at the beginning of the data review process. Data review participants may be asked to use an on-site and/or a remote review process to complete the review of all items.

Annotating Student Work

Educators will provide feedback on documents created by a contractor for annotating student work and review final products to ensure instructional application. Reviewers will be trained at the beginning of the review process to evaluate materials based on defined criteria. Participants will attend remotely.

Duration of work

On-site meetings will be scheduled for three to five days. Item authoring and data review may require additional work outside of the on-site meeting. Educators will be compensated as defined in the invitation letter for any work completed outside of the on-site meetings.

Logistics of in-person meetings

After selecting and confirming the participants, Smarter Balanced staff will provide expected attendees with information related to travel to the meeting location. Smarter Balanced or a designated contractor will provide lodging, travel costs, and applicable reimbursements to each participant. For educators, these reimbursements may include parking, meals outside of the meeting, and substitute reimbursement defined by local policy.

Table 1. Key Dates for Educator Recruitment for Item Development

Process	Responsible Party	Date(s)
Educator Recruitment	Teacher Involvement Coordinator	2/1
Educator Nomination	Teacher Involvement Coordinator	2/21
Educator Selection and Notification	Smarter Balanced staff and Contractor	2/21–3/15
Travel Arrangements	Smarter Balanced staff and Contractor	3/15–6/2

In-person Meetings	Smarter Balanced staff and Contractor	<p style="text-align: center;"><u>Math Item Review and Item Author Training</u>: April 17–20</p> <p style="text-align: center;"><u>Math Item Review</u>: July 24–28</p> <p style="text-align: center;"><u>ELA Item Review and Item Author Training</u>: June</p> <p style="text-align: center;"><u>Item Mapping</u>: August</p> <p style="text-align: center;"><u>Range Finding</u>: September</p> <p style="text-align: center;"><u>ELA Item Review</u>: October</p> <p style="text-align: center;"><u>Data Review</u>: December</p>
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Educator Requirement Details

Table 2 outlines the requested number of participants for educator activities from your state. These counts are outlined by grade level, content area, and additional criteria specific to English Language Learners and Students with Disabilities.

Table 2. Requested Recommendations from Vermont

Math Item Writing and Review									
Content specialist							Accessibility		
G3	G4	G5	G6	G7	G8	HS	3-5	6-8	HS
1	1	0	2	3	2	2	2	2	2

ELA Item Writing and Review											
Content specialist							Accessibility			Other	
G3	G4	G5	G6	G7	G8	HS	3-5	6-8	HS	Sci	SocSci
1	1	2	2	1	2	2	1	1	1	1	0

Math Data Review									
Content specialist							Accessibility		
G3	G4	G5	G6	G7	G8	HS	3-5	6-8	HS
1	1	0	2	3	2	2	2	2	2

ELA Data Review											
Content specialist							Accessibility			Other	
G3	G4	G5	G6	G7	G8	HS	3-5	6-8	HS	Sci	SocSci
1	1	2	2	1	2	2	1	1	1	1	0

Item Mapping and Digital Library Playlists

Content specialist							Accessibility		
G3	G4	G5	G6	G7	G8	HS	3-5	6-8	HS
1	1	2	1	1	2	2	1	1	0

Annotating Student Work						
Content specialist				Accessibility		
G3	G5	G7	HS	3-5	G7	HS
0	0	1	0	0	1	0

Total educators recruited	78
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Smarter Balanced staff will select a final list of participants based on representation of grade levels, content, and other demographic data across states. TICs and K-12 Leads will receive notification of the selected educators prior to Smarter Balanced staff notifying the educators.

Smarter Balanced and the contractors will facilitate contractual agreements and travel arrangements as applicable for educators selected for each event.

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?



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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.

Q: What qualifications do I need to apply to participate in the activities?

A: Participants must meet the following qualifications:

- 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.
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Q: Are recently retired teachers eligible to participate?

A: Only educators who currently hold a position within an educational institution and meet the requirements described above are eligible to participate. Participation in these meetings also serves as a professional development opportunity for current school and district employees.