

## **Roles & Responsibilities of a Vermont Physical Education Assessment (VTPEA) Teacher Leader**

### **1. ACCEPT ROLE AS VTPEA TEACHER LEADER**

### **2. COMPLETE VTPEA CERTIFICATION**

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1. Complete the VTPEA Training: Refresher Course (protocol review and calibration process), “new to VTPEA” educator training process.
2. Complete the VTPEA for Special Populations Training – Learn how to administer VTPEA to students that cannot access FitnessGram protocols and to learn process for reporting data.
3. Complete online VTPEA certification test.

### **3. TRAIN LOCAL EDUCATORS THAT WILL ADMINISTER THE VTPEA**

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#### **Conduct local Supervisory Union/School District/Independent School (SU/SD/IS) Trainings:**

After completing AOE trainings and VTPEA certification, trained VTPEA lead teachers will conduct local trainings for educators that will be administering the 2019 VTPEA.

1. VTPEA Refresher Course
2. ‘New to VTPEA’ educator trainings
3. VTPEA for Special Populations Training
4. Instruct all educators administering the VTPEA to complete VTPEA certification test

**Establish Administration Consistency:** Provide educators that will administer the VTPEA the opportunity to practice administering the VTPEA, and receiving peer feedback to establish consistency in administration and scoring VTPEA protocols students will use.

**Assure all students have access to the VTPEA:** Work with the SU/SD/IS special populations’ representatives, special educator(s) or another person within the district who will support the physical education teachers in the process of collecting health-related fitness data for students with special needs within the assessment setting. This may include but is not limited to, students with IEP’s, on 504 plans, or English Language learners.

**Test Administration & Data Entry:** Facilitate the development of a local assessment plan that identifies the VTPEA protocols that will be used at each school, guidelines for instruction and protocol practice, assessment planning, reporting assessment data, and state policy for identifying students who will access the VTPEA for special populations, either the Brockport Fitness Test or the Individualized Fitness Assessment (IFA).

**Support:** Assist educators in problem-solving and request technical assistance from the AOE as needed.

#### **4. PREPARE & CONDUCT VTPEA AT ASSIGNED SCHOOL**

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1. Review protocols your school will use for VTPEA data collection
2. Plan student VTPEA instruction and practice for all students
3. Identify students who cannot access part or all of the FitnessGram and plan use of the Brockport Fitness Test and the IFA
4. Communicate assessment dates to school and parents
5. Administer VTPEA to all students
6. Upload data into FitnessGram software and report VTPEA for Special Populations data to the AOE.

#### **5. REPORT LOCAL VTPEA EDUCATOR TRAINING TO THE DISTRICT TEST ADMINISTRATOR**

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1. Submit District VTPEA Training plan
2. Submit list of SU/SD/IS educators that completed required trainings.