

General Information for Educator Involvement

The Smarter Balanced Assessment Consortium (Smarter Balanced) is recruiting qualified educators to support assessment activities in 2020. Smarter Balanced is recruiting for three educator activities for both content areas:

- Item Authoring and Item Review
- Item Review for Content, Fairness, and Accessibility
- Rangefinding

This recruitment process will close on April 22, 2020. Completed educator applications will be sent to the state (VT- Linda Moreno) every other week between the distribution of this packet and the deadline for applications. The final educator application information will be sent to TICs on April 23, 2020. Educators will be confirmed and returned to Smarter by May 6, 2020. Smarter Balanced will coordinate to confirm which educators have been selected for participation beginning in May.

Only educators who meet the following qualifications will be considered:

- 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. State office employees who wish to attend any of these activities can use this survey this year to submit their information.

Specific Information about Recruitment

Below is a description of the nature of work for each activity.

Item Authoring

Educators participating in item review for content alignment may or may not also be assigned sets of items to write during the first phase of development. Assignments would range from 10–25 items depending on the task model and content assigned. Assignments would take approximately twenty hours to complete following the item review meeting. Educators would have approximately one month to complete the item writing assignment.

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. Smarter Balanced item quality criteria will be provided to item reviewers at the beginning of the meetings. Smarter Balanced staff and the contractor will facilitate and conduct meetings as a collaborative process with selected educators from Smarter Balanced member states.

Rangefinding

At Rangefinding, 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.

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, a designated contractor will provide expected attendees with information related to travel to the meeting location. The 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.

The timeline associated with the recruitment and selection of educators across Smarter Balanced states is indicated below in Table 1.

Table 1. Key Dates for Educator Recruitment for Item Development



Smarter Balanced Educator Opportunities—2020

Process	Responsible Party	Date(s)
Educator Recruitment	State	2/13 – 4/22
Educator Application Due	Educator	4/22
Educator Selection	State	4/22 – 5/6
In-person Meetings (dates are subject to change)	Smarter Balanced staff and Contractor	<u>Math Item Review and Item Author Training:</u> Week of July 20 <u>Math Item Review:</u> Week of October 26 <u>ELA Item Review and Item Author Training:</u> Week of August 3 <u>ELA Item Review:</u> Week of October 26 <u>Rangefinding:</u> Week of July 6

Educator Requirement Details

We are requesting the following information for each participating educator:

- Educator name
- Educator title
- School name
- District name, if applicable
- Email address
- Content area expertise
- Content area preference
- Grade(s)
- Ethnicity
- Experience with diverse student populations
- Geographic information
- Item authoring experience
- College degrees and teaching certificates/endorsements
- Specific accessibility experience

For the meetings, Smarter Balanced staff will select a final list of participants based on representation of grade levels, content, and other demographic data across states. State 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: Exact locations are to be determined for all events and the current dates are subject to change.

- Item Writing & Review for Mathematics will be the week of July 20.
- Item Writing & Review for ELA will be the week of August 3.
- Item Review for Mathematics will be the week of October 26.
- Item Review for ELA will be the week of October 26.
- Rangefinding for both content areas will be the week of July 6, pending the needs of the test.

Each meeting will be between 3 and 5 days of onsite work. For item authoring, participants may receive assignments for additional tasks that they may complete remotely.

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 provided 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 May – October 2019, depending on the timeline for the associated activity. Alternates will be contacted as needed starting in June 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 participants may need additional off-site time following the review meeting to complete an additional 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.

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.
- 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.

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.

Q: Can I apply for a meeting that I'm not sure I can attend if invited?

A: Participant applications are not a commitment by the educator to attend specific meetings, nor a guarantee that the participant will be recommended by K12 Lead/TIC, or invited by Smarter. Participant applications are an expression of interest in the work. Educators are encouraged to apply even if they aren't sure they could attend the meeting (due to other commitments and conflicts).



Smarter Balanced Educator Opportunities - 2020

Educators applying for the **FIRST TIME** will need to send the state a hard copy of this application.

Educator Application

Item Development Opportunity(ies) Requested:

Item Writing

Rangefinding

Item Review

Educator First Name:

Educator Last Name:

Primary E-mail Address:

Secondary E-mail Address:

Name of District or Education Entity for 2019-20:

Name of School for 2019-20:

Educator Job Title:

State:

Content Areas Taught or Supported Within The Last 3 Years:

Preferred Content Area for Writing/Reviewing This Year:

Grade Level (s) Taught or Supported within the Last 3 Years:

If ELA, indicate order of preference for claims:

Claim 1 (Reading)

Claim 3 (Listening)

Claim 2 (Writing)

Claim 4 (Research)

Educator Ethnicity (X):

Hispanic or Latino

Not Hispanic or Latino

Educator Race (X) (Mark all that apply)

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Other

Student Populations Taught or Supported Within the Last 3 Years (X):

Hispanic or Latino

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

English Language Learners

Students with Disabilities



Smarter Balanced Educator Opportunities - 2020

College degree and teaching endorsements/certifications:
If indicating accessibility experience (ELLs, SWDs) please describe experience and certifications:
Previous Item Authoring or Development Experience:
Additional Information: