



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234
Office of P-12

Office of Accountability
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September 3, 2016

Dear Prospective Outside Educational Expert:

During the 2015-16 school year, NYSED will continue to allow districts the option of working with Outside Educational Experts (OEEs) to support the district's school and district improvement efforts.

Please review the information below concerning the role and requirements for OEEs during the 2015-16 school year. Interested candidates must complete the accompanying OEE application and submit it to dtsdereviews@nysed.gov.

District Lead Credential

NYSED will require that all persons serving as the **Lead Reviewer for two or more** DTSDE reviews OR as the person responsible for providing oversight to two or more DTSDE School Reviews with District Oversight receive a **DTSDE District Lead Credential** by the end of the 2015-16 school year.

Outside Educational Experts may receive a District Lead Credential in any of the three ways outlined below:

Option 1: Complete the NYSED District Lead Credential Training Series

The District Lead Credential Training Series is offered to OEEs and to school district personnel. Those interested in receiving a District Lead Credential through this route must complete the following:

Requirement 1: Attend each of the following three workshops one time during the 2015-16 school year:

Questioning and Interviewing Techniques

**To be offered at Session A, Session B, Session C, and Session D*

Measuring Impact

**To be offered at Session A, Session B, Session C, and Session D*

Report Writing

**To be offered at Session A, Session B, Session C, and Session D*

Requirement 2: Participate on a “**Training Review**” led by a NYSED-supplied Outside Educational Expert (OEE) and a NYSED staff representative.** *Dates and more information will be shared shortly regarding this requirement.*

Requirement 3: Pass an online assessment.

***Any OEE who is a member of the 2014-15 or 2015-16 Certification cohort will be excused from Requirement #2. All other OEEs must fulfill the Training Review requirement if they choose to receive the District Lead Credential through Option 1.*

Option 2: Apply for a District Lead Credential through the OEE Alternate Path District Lead Credential Application process

Any OEE interested in receiving a District Lead Credential based on previous experience is encouraged to submit an OEE Alternate Path District Lead Credential Application. NYSED will review the application submitted to determine if the applicant’s experience, plan for training, and previous DTSDE reports allow the OEE to receive a District Lead Credential.

Application procedures:

1. Applicants must complete an OEE Alternate Path District Lead Credential application and submit a DTSDE report from a review during which the OEE was the primary lead reviewer. This report will be assessed by NYSED using the following criteria:
 - a. The degree to which the report aligns to the SOPs and to the Tenets.
 - b. The degree to which the report is written clearly and does not contain contradictions.
 - c. The degree to which the report provides sufficient evidence to support the findings and judgments.
 - d. The degree to which the report captures the effectiveness of the various initiatives the school is doing so that the evidence provided is connected to the impact it is having.
 - e. The degree to which the report provides helpful feedback to the school through its ability to identify barriers, provide insight, and offer clear recommendations.

The report submitted will be rated on a five-point scale for each of the five criteria outlined above. Reports must receive an overall score of 20 out of 25 to fulfill this requirement.

2. Applicants must submit a plan for reviewer training that consists of either:
 - a. Attending the three workshops on Impact, Questioning, and Report Writing that will be offered at each Focus District Institute **OR**
 - b. Submitting a schedule and outline of training provided by the OEE’s organization during the 2015-16 school year. This schedule must contain at least six hours devoted to reviewer practices.
3. Applicants must complete the online OEE module and receive a passing score on the District Lead Credential online assessment.

Option #3

DTSDE Certification Program

Any OEE who has completed the NYSED DTSDE Certification program as a member of cohort 1 will be granted the DTSDE District Lead Credential.

OEEs who do not receive a District Lead Credential will still be able to support districts in the following manner:

- providing guidance to the district
- assisting with DCIP and SCEP development
- serving as a team member (but not lead) on a DTSDE review
- serving as the lead on one DTSDE District-led review or School Review with District Oversight

In the event that the report submitted by an OEE receives a score that makes them ineligible for the Alternate Path Credential, the OEE will need to submit another report or pursue Option 1: NYSED District Lead Credential Training Series. OEEs are encouraged to submit the Alternate Path application and materials as quickly as possible to determine if they are eligible for Alternate Path certification.

Focus District Institutes

The New York State Education Department (NYSED or "the Department") has identified the dates of the Focus District Training Institutes for the 2015-16 school year:

Session	Date	Location	Focus	Anticipated audience
Session A	October 6-7	Albany, NY	Day 1: DTSDE Rubric Day 2: DTSDE Reviewer Practices	<ul style="list-style-type: none">• Anyone new to the DTSDE• Those who participate in or lead DTSDE reviews
Session B	December 15-16	Albany, NY	Crafting Quality SCEP/DCIP plans Writing District-led reviews	<ul style="list-style-type: none">• District/school personnel who craft the DCIP or assist schools in SCEPs• Those who write District-led reviews
Session C	March 10-11	Albany, NY	Newly-identified Focus Districts: Introduction to DTSDE and Focus District Expectations	<ul style="list-style-type: none">• Representatives from Focus Districts newly identified on the February 2016 Focus District list
Session D	May 4-5	Albany, NY	Crafting Quality SCEP/DCIP plans	<ul style="list-style-type: none">• District/school personnel who craft the DCIP or assist schools in SCEPs
<i>*Additional training will be offered on Reviewer practices at Sessions B, C, and D</i>				

Registration for **Session A** is currently open. To register, please go to: <http://nysed.fluidreview.com>. If you do not already have a user account, you will first need to set up an account. After logging into your user account, the access code to register is **DT8**.

Attendance at the sessions above is not mandatory; however, Outside Educational Experts who intend to receive the District Lead Credential through Option 1: NYSED District Lead Credential Training Series, will need to attend at least one Focus District Institute.

Important Deadlines

- September 22 - NYSED Focus District Institute Session A registration closes
- Rolling – OEE applications to be submitted
- Rolling – OEE interested in the OEE Alternate Path District Lead Credential must submit materials to be reviewed. OEEs should plan on submitting Alternate Path materials early in the event the report submitted receives a score that makes the OEE ineligible for the Alternate Path Credential.
- June 30, 2016 – All district-led reviews must be submitted to NYSED.

If you have any questions regarding Outside Educational Experts, Focus District Institutes, or the application procedures for OEEs and for a District Lead Credential, please feel free to contact us at DTSDereviews@nysed.gov.

We look forward to our continued work together.

Sincerely,

School and District Review Team
Office of Accountability

CC: Focus District Superintendents
Focus District DTSDE Liaisons