

# Glossary of Terms and Acronyms



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## Glossary of Terms and Acronyms

# A

**Academic major or equivalent** - No fewer than thirty (30) credit hours in a content area as defined by Delaware Title 14. All courses must be in the academic subject taught. No pedagogy courses area allowed (Delaware Department of Education, (2012), *Charter School Technical Assistance Manual*).

**Alternative Routes to Certification (ARTC)** - A process by which qualified individuals complete certification requirements while they are employed as full-time teachers, through a state-approved program of professional education course work, accompanied by intensive, school-based supervision and mentoring in lieu of student teaching (Delaware Department of Education, n.d.).

**American with Disabilities Act (ADA) (P.L. 101-336)** - A federal anti-discrimination law which prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training and other terms, conditions and privileges of employment. This law (covering employers with 15 or more employees) is designed to remove barriers that prevent qualified individuals with disabilities from enjoying the same employment opportunities that are available to persons without disabilities. When an individual's disability creates a barrier to employment opportunities, the ADA requires employers to consider whether a reasonable accommodation could remove the barrier. It was amended win 2008 with P.L. 110-325 (Adapted from Society for Human Resource Management).

**Announced Observation** - An observation under the DPAS II that includes an observation form and conference with the Credentialed Observer, and an observation by the Credentialed Observer at an agreed upon date and time, using the associated formative conferences and reports. The observation shall be of sufficient length, at least thirty (30) minutes, to analyze the lesson and assess teacher performance (Delaware Department of Education, (2015), *Delaware Performance Appraisal System II Guide Revised for Teachers*).

**Applicant** - A person who seeks employment and applies to a district/school for a position.

# C

**Candidate** - An employment applicant who passed the initial screening by a district/school and deemed minimally qualified for a position and the next steps in the selection process.

**Competency** - A pattern of thinking, feeling, acting or speaking that causes person to be successful in a job or role (U.S. Department of Education, 2012). Competencies are: measurable or observable knowledge, skills, abilities, and personal characteristics critical to successful job performance (Massachusetts Department of Education, 2010).

Position-specific competencies - The capabilities of applying of applying or using knowledge, skills, abilities, behaviors, and personal characteristics to successfully perform critical work tasks, specific functions or operate in a given role or position (Ennis, 2008; GuideStar, 2007).

Organizational competencies - The qualities and attributes that characterize success across an entire organization. These competencies often include: fit within the organization's management style, work pace and volume, physical environment, and risk tolerance (GuideStar, 2007).

**Component** - One of the five specific areas of teacher practice and responsibility under the DPAS II (Delaware Department of Education, (2015), *DPAS II Guide Revised for Teachers*).

**Credentialed Observer** - An individual, not always the supervisor of a teacher, who has successfully completed DPAS II credentialing in accordance with Regulation 106A, Section 10.0. Credentialed Observer denotes any individual who may conduct observations as part of a teacher's appraisal

process. The term Credentialed Observer encompasses those administrators who are Evaluators (Delaware Department of Education, (2015), *DPAS II Guide Revised for Teachers*).

**Criterion** - Under DPAS II, a broad area of knowledge and skills related to a specific component (Delaware Department of Education, (2015), *DPAS II Guide Revised for Teachers*).

# D

**DCAS** - Delaware Comprehensive Assessment System.

**DDOE** - Delaware Department of Education

**DCAS Teacher** - Any novice teacher or experienced teacher providing instruction in reading and/or mathematics to a student that meets the following criteria: (a) The student is enrolled in any grade three (3) through ten (10) for either reading and/or mathematics instruction as verified by the state’s pupil accounting system; and (b) The student has valid Delaware Comprehensive Assessment System (DCAS) scores(s) and the student was not subject to an invalidation or special exemption as provided in 14 DE Admin. Code 103 (Delaware Department of Education, (2014), *DPAS II Guide Revised for Teachers*).

**Degree** - A degree includes, but is not limited, to any academic credential or designation not less than, but including associate, bachelor, master, doctor, or fellow, whether earned or honorary, which signifies, purports, or is generally taken to signify partial or satisfactory completion of the requirements of an academic, occupational, business, or other program of study beyond the secondary school level (Delaware Title 14 Education, 200 Administration and Operations, 1.0 Definitions).

**Delaware Educator Data System (DEEDS)** - A Delaware online data system for application and continuing licensure.

**Delaware Performance Appraisal System (DPAS II)** - Delaware's statewide educator evaluation system. As a statewide system, the DPAS II establishes consistent educator and student performance expectations and outcomes across all schools. There are three versions of DPAS II: 1. DPAS II for Teachers; 2. DPAS II for Specialists; and 3. DPAS II for Administrators. The main purposes of DPAS II are to assure and support: educators' professional growth, continuous improvement or student outcomes, and quality educators in every school building and classroom (Delaware Department of Education, (2015), *DPAS II Guide Revised for Teachers*).

**DPAS II Revised Guide for Teachers** - The manual that contains the prescribed forms, detailed procedures, specific details about the five (5) components of evaluation and other relevant documents that are used to implement the appraisal process (Delaware Department of Education, (2015), *DPAS II Guide Revised for Teachers*).

**DeSSA** - Delaware System of Student Assessments.

# E

**edTPA** – The edTPA is a subject-specific performance assessment with versions in 27 different teaching fields covering early childhood, elementary, middle childhood and secondary. It was developed by Stanford University and the American Association of Colleges for Teacher Education (AACTE).

**Educator** - A person licensed and certified by the State under Chapter 12 of 14 Delaware Code to engage in the practice of instruction, administration or other related professional support services in Delaware public schools, including charter schools, pursuant to rules and regulations promulgated by the Standards Board and approved by the State Board. For purposes of 14 Del.C. Chapter 12, the term 'educator' does not include substitute teachers. (Delaware Title 14, Education, Delaware Administrative Code, 1500 Professional Standards Board, 2.0 Definitions)

**Effective** – On the DPAS II, a performance level representing evidence of solid performance; strong knowledge, implementation, and integration of teaching stands; clear evidence of proficiency and skill in the component/criterion (Delaware Department of Education, (2015), *DPAS-II Guide Revised for Teachers*).

**Element** - An observable and specific area of knowledge and/or skill directly related to a DPAS II component criterion (Delaware Department of Education, (2015), *DPAS-II Guide Revised for Teachers*).

**Elementary and Secondary Education Act (ESEA)** (20 U.S.C. 6301 et. seq.) - Enacted in 1965, this federal law emphasizes equal access to education, establishes high standards and accountability, and requires the inclusion of all students with disabilities in the student achievement system. The law authorizes federally funded education programs that are administered by the states.

**Emergency Certificate** - A temporary credential issued pursuant to 14 DE Admin. Code 1506 Emergency Certificate (Delaware Title 14, Education, Delaware Administrative Code, 1500 Professional Standards Board, 2.0 Definitions).

**English language learner (ELL)** - A student who is limited English proficient (LEP) if he/she has sufficient difficulty speaking, reading, writing, or understanding the English language to deny him/her the opportunity to learn successfully in English-only classrooms or to participate fully in our society (Delaware Department of Education, (2012), *Charter School Technical Assistance Manual*).

**Equal employment opportunity (EEO)** - A policy statement that equal consideration for a job is applicable to all individuals and that the employer does not discriminate based on race, color, religion, age, marital status, national origin, disability or sex (Society for Human Resource Management, 2004).

**Equal Employment Opportunity Commission (EEOC)** - An agency of the U.S. government responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of a person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.

**Every Student Succeeds Act (ESSA).** Public Law 114–95. Reauthorization of the Elementary and Secondary Education Act which passed in December, 2015, and replaces the No Child Left Behind Act.

**Expectations** – According to DPAS II (2015), expectations are specific performances that must be carried out. If expectations for improvement are included at any point in the appraisal cycle, they must be clear and specific and include a description of the evidence the teacher must exhibit/provide. There must also be clear timelines for when the teacher must show evidence of meeting the expectation.

**Experienced Teacher** - A teacher who holds a valid and current Continuing or Advanced License, issued pursuant to Chapter 12 of Title 14 of the Delaware Code; or Standard or Professional Status Certificate issued prior to August 1, 2003 (Delaware Department of Education, (2015), *DPAS II Guide Revised for Teachers*).

# F

**Facebook** – A large, global, social networking website.



# G

**Grade Point Average (GPA)** - An indication of a student's academic achievement at a college or university, calculated as the total number of grade points received over a given period divided by the total number of credits awarded. (Oxford Dictionary)

**GRE** - A series of ETS assessments measuring verbal reasoning, quantitative reasoning, critical thinking, and analytical writing. Delaware State Board of Education approved the GRE as a substitution for the Praxis I tests.


# H

**Highly Effective** – According to DPAS II, a performance level representing evidence of exceptional performance; outstanding knowledge, implementation and integration of teaching standards along with evidence of leadership initiative and willingness to model and/or serve as a mentor for colleagues (Delaware Department of Education, (2015), DPAS II Guide Revised for Teachers).

**Highly qualified teacher (HQT)** - According to No Child Left Behind (NCLB) Act, a teacher who had obtained full state teacher certification or had passed the state teacher licensing examination and holds a license to teach in the state; holds a minimum of a bachelor's degree; and has demonstrated subject area competence in each of the academic subjects in which the teacher teaches (Delaware Department of Education, 2006).

**Human capital** - The collective knowledge, skills, abilities, values and motivation of an organization's employees (Society for Human Resource Management, 2004).

**Human resources** - The function dealing with the management of people employed within the organization (Society for Human Resource Management, 2004).



**Improvement Plan** - A plan that a teacher and evaluator mutually develop for a teacher who receives an overall rating of "Needs Improvement" or "Ineffective" on the Summative, a rating of Unsatisfactory on the Student Improvement Component (Component Five) on a Summative, and may be developed if a teacher's overall performance is unsatisfactory during an observed lesson (Delaware Department of Education, (2015), *DPAS II Guide Revised for Teachers*).

**Individuals with Disabilities Education Act (IDEA) (P.L. 101-476)** - A federal law guiding the delivery of special education services for students with disabilities which includes the guarantee of “free and appropriate public education” for every school-age child with a disability and allows parental involvement in the educational planning process, encourages access to the general curriculum and delineates how school disciplinary rules and the obligation to provide a free appropriate public education for disabled children.

**Individualized Education Program (IEP)** - A written plan created for a student with disabilities by the student's teachers, parents or guardians, the school administrator, and other interested parties. The plan is tailored to the student's specific needs and abilities, and outlines attainable goals. (IDEA)

**Ineffective** – According to DPAS II, a performance level representing little or no knowledge and minimal implementation of teaching standards. Does not meet minimal teaching standards and needs substantial improvement (Delaware Department of Education, (2015), *DPAS II Guide Revised for Teachers*).

**Initial License** - The first license issued to an educator that allows an educator to work in a position requiring a license in a Delaware public school (Delaware Title 14, Education, Delaware Administrative Code, 1500 Professional Standards Board, 2.0 Definitions).

**Interview** - A phone call or face-to-face meeting with an individual or group, which involves asking questions to elicit information from the applicant to

determine whether or not an applicant is suitable for a position of employment (Society for Human Resource Management, 2004).

# J

**Job Announcement Posting** - A method of advertising for vacancies by posting a notice of an opening (Society for Human Resource Management, 2004).

**Job description** - A written description of a job which includes information regarding the general nature of the work to be performed, specific responsibilities and duties, and the employee characteristics required to perform the job (Society for Human Resource Management, 2004).

**Job offer letter** - A formal written document that is provided by an employer to a candidate selected for employment which outlines information regarding the employment terms, such as the date employment is to commence, the position the individual is being hired to perform, the agreed upon salary, benefits to be provided, etc. The employer usually requires the candidate to sign and return the letter as a formal acceptance of employment (Society for Human Resource Management, 2004).

# L

**LinkedIn** – A business-oriented social networking service.

**Local educational agency (LEA)** - A public board of education or other public authority within a State which maintains administrative control of public elementary or secondary schools in a city, county, township, school district, or other political subdivision of a state (U.S. Department of Education).

# M

**Major or Its Equivalent** - No fewer than thirty (30) credit hours in a content area (Delaware Title 14, Education, Delaware Administrative Code, 1500 Professional Standards Board, 2.0 Definitions).

**Measure** - An instrument used to assess student and/or professional growth (Delaware Department of Education, (2015), *DPAS II Guide Revised for Teachers*).

# N

**National origin** - The country--including those that no longer exist--of one's birth or of one's ancestors' birth. "National origin" and "ethnicity" often are used interchangeably, although "ethnic group" can refer to religion or color, as well as country of one's ancestry (Society for Human Resource Management, 2004).

**Needs Improvement** – According to DPAS II, a performance level that represents evidence of mediocre or developing performance; fundamental knowledge and implementation of teaching standards is uneven or rudimentary. Integration of teaching standards is inconsistent. Teacher is making progress towards proficiency (Delaware Department of Education, (2015), *DPAS II Guide Revised for Teachers*).

**No Child Left Behind Act (NCLB)** (P.L. 107-110) - Reauthorization of the Elementary and Secondary Education Act in 2002.

**Nondiscrimination** - The practice of not discriminating against members of disadvantaged or protected groups in hiring practices, policies, benefits or conditions of employment (Society for Human Resource Management, 2004).

**Non-DCAS Teacher** - Any Novice Teacher or Experienced Teacher that does not meet the definition of DCAS Teacher as defined herein (Delaware Department of Education, (2012), *DPAS II Guide Revised for Teachers*).

**Novice Teacher** - A teacher who holds a valid and current Initial License issued by the Delaware Department of Education (Delaware Department of Education, (2015), *DPAS II Guide Revised for Teachers*).

# P

**Pedagogy** - Skills, approaches, and activities that teachers use to instruct students in content or processes. Pedagogy, sometimes referred to as “professional studies or course work,” also includes courses that prepare teachers to understand students and their environment as well as introductory courses that focus on human development. Some pedagogy courses focus on how to teach a subject to students (Delaware Department of Education, (2012), *Charter School Technical Assistance Manual*).

**Praxis Core Academic Skills for Educators** – Tests, available through the Educational Testing Service (ES), that measures basic skills in reading, writing and mathematics. Delaware now requires qualifying scores on these tests to replace Praxis I requirements for initial licensure.

**Praxis Performance Assessment Test (PPAT)** - The PPAT assessment evaluates test takers on their abilities to impact student learning as it relates to the InTASC Model Core Teaching Standards. Administered by the Educational Testing Service (ETS), the assessment contains four tasks requiring written commentary and submission of artifacts. A video submission also is required for one of the tasks.

**Praxis I® Pre-Professional Skills Tests** - Tests, available through the Educational Testing Service (ETS), that measure basic skills in reading, writing and mathematics. In addition to licensure, these tests are often used to qualify candidates for entry into a teacher education program.

**Praxis Subject Assessments (formerly known as Praxis II)** - A series of subject matter tests available through the Educational Testing Service (ETS). One way to meet the Delaware specific licensure and certification requirements is to attain a passing score on a Praxis Subject Assessment in an academic content area/class currently taught.

**Professional Standards Board (PSB)** - Created by the Delaware General Assembly through SB 260 (2000), the Professional Standards Board, working through the two standing committees and in collaboration with the Department

of Education, is charged with helping to establish a system of professional development, professional standards, licensure, and certification.

# R

**Race/Ethnicity** - The general racial or ethnic heritage category which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies (Delaware Department of Education, (2012), *Charter School Technical Assistance Manual*).

**Rank order** - A rating method where the evidence of a candidate's qualifications for a position is arranged in a particular order, such as highest to lowest (Adapted from Society for Human Resource Management, 2004).

**Recommendations** - Under DPAS II, recommendations are specifically designed to help a teacher improve his or her performance. Because DPAS II is designed to promote continuous improvement, recommendations may be made to teachers at any level of performance as long as they are relevant and meaningful. Recommendations are not binding. They are a suggested course of action that a teacher can consider (Delaware Department of Education, (2015), *DPAS II Guide Revised for Teachers*).

**Recruitment** - The practice of soliciting and actively seeking applicants to fill recently vacated or newly created positions using a variety of methods (i.e., internal job postings, advertising in newspapers or electronic job boards/sites, utilizing search firms, or listing position with trade and professional associations, etc.. (Society for Human Resource Management, 2004).

**Reference checking** - The process of verifying information supplied by applicants on an application or resume (Society for Human Resource Management, 2004).



**Resume** - A written document outlining an individual's work experience, skills, educational background, accomplishments and other related information supporting his or her career goal (Society for Human Resource Management, 2004).

# S

**SAT** - College Board assessments in reading, writing, and mathematics. Delaware State Board of Education approved the SAT as one of alternative tests to the Praxis I test in reading, writing, and mathematics.

**Satisfactory Evaluation** - On the DPAS II, an evaluation equivalent to the overall "Highly Effective," or "Effective" rating on the Summative Evaluation and shall be used to qualify for a continuing license (Delaware Department of Education, (2015). *DPAS II Guide Revised for Teachers*).

**Screening** - The first step taken usually after receiving an application for employment. It may involve reviewing prospective candidate applications/resumes, verifying information supplied by the candidate, conducting interviews and examining test results (Society for Human Resource Management, 2004).

**Selection process** - Any step, combination of steps or procedure used as a basis for any employment decision, including, but not limited to, informal or casual interviews, unscored application forms, paper and pencil tests, performance tests, training programs, probationary periods and physical, education and work experience requirements, as well as the decision-making process used in determining whether or not to hire or promote (Society for Human Resource Management, 2004).

**Sex** - A person's gender (Delaware Department of Education, (2012), *Charter School Technical Assistance Manual*).

**Sex Discrimination Act of 1975** - A federal act that prohibits discrimination against individuals based on sex or marital status in areas of employment, education, the provision of goods, facilities and services or in the management of premises.

**Short Observation** – On the DPAS II, an observation by a Credentialed Observer, using the associated conferences and forms, at a date and time that has not been previously arranged. The observation shall be no less than ten (10) minutes, and may be limited to specified criteria. Such observations shall not substitute for required observations under Section 3.0 (Delaware Department of Education, (2015). *DPAS II Guide Revised for Teachers*).

**Standard Certificate** - A credential issued to verify that an educator has the prescribed knowledge, skill or education to practice in a particular area, teach a particular subject, or teach a category of students (Delaware Title 14, Education, Delaware Administrative Code, 1500 Professional Standards Board, 2.0 Definitions).

**State Assessment** - An assessment that refers to the Delaware Comprehensive Assessment System (DCAS) or its successor (Delaware Department of Education, (2012), *DPAS II Guide Revised for Teachers*).

**Student Growth** - The change in achievement data for an individual student between two points in time. Growth may also include other measures that are rigorous and comparable across classrooms (Delaware Department of Education, (2015), *DPAS II Guide Revised for Teachers*).

**Summative Evaluation** - Under DPAS II, the comprehensive, end-of-cycle appraisal that shall incorporate the results of the minimum required observations, any additional observations, and required component-level data. At the discretion of the Evaluator, it may also include additional announced, unannounced, or short observation data beyond the required observation data provided by other Credentialed Observers (Delaware Department of Education, (2015), *DPAS II Guide Revised for Teachers*).

# T

**TLEB** - Teacher and Leader Effectiveness Branch of the Delaware Department of Education.

**Talent Management** - Broadly defined as the implementation of an integrated strategies or systems designed to increase workplace productivity by developing improved processes for attracting, developing, retaining and utilizing people with the required skills and aptitude to meet current and future organizational needs (Adapted from Society for Human Resource Management, 2004).

**Teacher of Record** - A full-time teacher who has been assigned the primary responsibility for a student's learning in a course/class, provided the student has been in attendance at least 85% of the time that the class is in session (Delaware Department of Education, (2015), *DPAS II Guide Revised for Teachers*).

**Transcript** - A copy of a student's permanent academic record from a college or university he/she attended.

**Twitter** – A microblogging social network and messaging service.

# U

**Unannounced Observation** - Under DPAS II, an observation by a Credentialed Observer at a date and time that has not been previously arranged using the associated formative conferences and reports, and which may include the use of an observation form. The observation shall be of sufficient length, at least thirty (30) minutes, to analyze the lesson and assess teacher performance (Delaware Department of Education, (2015), *DPAS II Guide Revised for Teachers*).

**Unsatisfactory Evaluation** - An evaluation in DPAS II that is equivalent to the overall “Needs Improvement” or “Ineffective” rating on the Summative Evaluation as it pertains to educators seeking a continuing license (Delaware Department of Education, (2015), *DPAS II Guide Revised for Teachers*).

# W

**Working Day** - A day when an employee would normally be working in that district or charter school (Delaware Department of Education, (2015), *DPAS II Guide Revised for Teachers*).

# Y

**YouTube** – A Google-owned, video-sharing website platform on which users can upload, share, and view videos.

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