



Standard Program and Service Evaluation Template

(Board of Education Approved on June 1, 2004)

I. Program/Service Information

Name of Program or Services:

Human Resources

Question: Is the current Initial Candidate Assessment adequate to select the most highly qualified special education teacher?

Personnel Responsible for Evaluation (list):

Don Bohannon, Assistant Superintendent for Human Resources

Date of Evaluation (Year/Duration):

January/May 2005

Goal/Objective of Program/Services:

To identify, hire, and retain the most highly qualified candidates to serve the students of the Special School District.

Brief description of relationship between program goals, CSIP and MSIP Standards:

Information gathered will help advance the MSIP goals of maintaining highly qualified staff and selecting staff that will meet performance standards set out in the new evaluation process that emphasizes accountability and professional growth (CSIP).

Demographic Description of Program:

Location(s)

Central Office function to hire staff to serve in the Special School District Buildings and the St. Louis County Schools.

Number of staff

Assistant Superintendent
Director
Managers
HR Assistant



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Secretary/Clerical Staff
17 Total

Participants

Administrators
Communications Staff
Related Service Personnel
Human Resources Staff
Business and Finance Staff

Length of program/service

Yearly assessment of candidates and performance of staff

II. Description of Stakeholders Engagement in Program Evaluation (check stakeholders utilized):

Don Bohannon, Chair
Enza Haug, Director of Human Resources
Sheri Kanterman, Area Coordinator for Parkway
Jenny Cassulo, Area Coordinator for Riverview Gardens
Teri Toler, Effective Practice Specialist for Related Services
Jeff Konkel, Communications
Rhonda Wood, Budget Analyst
Kathy Schwarting, Career Builders, Fontbonne College

III. Evaluation Criteria for Programs/Services Offered (check type utilized)

Reviewed "Initial Candidate Assessment" for teachers hired from 2001-02, 2002-03, 2003-04, 2004-05 who were non-renewed.

Reviewed "Initial Candidate Assessment" for a sample of special education classroom teachers hired 2004-05.

IV. Data Collection Methodology

Initial Candidate Assessment
Teacher Performance-Based Evaluation for new teachers in 2004-05



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V. Results

Description:

- 1) Sample size
2004 new teachers (n=32)
"nonrenewals" that were hired between 2001-05 (n=19) *See Appendix A*

- 2) Initial Candidate Assessment Elements (100 pt max) *See Appendix B*
Degree earned-16 possible pts
GPA-8 possible pts
References-20 possible pts
Written Supplement-10 possible pts
Experience-16 possible pts
Interview-30 possible pts

Method:

Independent t-test to examine differences on the Elements from the Initial Candidate Assessment for new and "nonrenewed" teaching staff (*See Appendix C*)

Strengths of program/service

- 1) The components identified as "degree" and "undergraduate GPA" adequately predicts candidate retention.

- 2) The "nonrenewed" group has significantly lower undergraduate GPAs than the sample of 2004-05 new hires.

- 3) "New hires" have significantly higher points awarded on the Initial Candidate Assessment on the written section than the "nonrenewed" group.



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Concerns regarding program/service

- 1) The interview section of the Initial Candidate Assessment currently fails to provide consistent data to predict success.
- 2) The data shows that there is a high correlation between the first item and all other items on the Performance Based Evaluation. The same is true of the interview, which is a component of the Initial Candidate Assessment. Therefore, if the rater tended to score high on one item, they tended to score high on the remaining items. The opposite was also true.
- 3) Length of experience in teaching does not appear to be a significant candidate prediction of candidate retention.

Recommendations regarding program/service

- 1) Revise Initial Candidate Assessment based on the results of the data.
- 2) Review and revise the interview process.
- 3) Review training procedures and current interviewer practices.

VI. Action Plan for Recommendations as A Result of Program Evaluation

- 1) The Director of HR will review the Initial Candidate Assessment and revise with input from a committee.
- 2) A committee will be developed to review and revise the current interview questions chaired by the Director of Human Resources.
- 3) A training module will be developed to improve consistency and reliability of the interview scores in the assessment process.



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Person responsible to champion action plan

Don Bohannon, Assistant Superintendent for Human Resources

Timeframe for reporting updates to Board of Education

First update to the Board: Formation of Committee by October 1, 2005.
Recommendations from the Committee by February 1, 2006.

_____ **Date:** _____
Signature of Administrator Responsible for Chairing Evaluation

Hired Year	# of Non-Renewal as of January 2005
2004-05	1
2003-04	1
2002-03	9
2001-02	8
Total	19

INITIAL CANDIDATE ASSESSMENT

NAME: _____ Phone #home _____ wk _____

CURRENT EMPLOYEE _____ Teacher TA Sub SLP SW Psych ABA

SS # _____ OT PT APE COTA PTA INT RTT TECH _____

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|                                                          |             |       |
|----------------------------------------------------------|-------------|-------|
| Ph.D. Professional Certificate                           | <b>16</b>   |       |
| MA & BA sped/professional                                | 14          |       |
| BA sped/professional OR BA elem ed/ MA sped professional | 12          |       |
| BA elem ed/MA sped -12 provisional                       | 10          |       |
| BA elem ed/Praxis sped                                   | 8           |       |
| BA-12 provisional sped/alternate program                 | 6           |       |
| BA/Temp Auth                                             | 4           |       |
| 60 credits                                               | 2           |       |
|                                                          |             |       |
| GPA. : 4 pt scale in undergrad                           | (4)         | _____ |
| GPA: in Graduate program                                 | (4)         | _____ |
|                                                          |             |       |
| <b>References: 1-5</b>                                   | <b>(20)</b> |       |
| Supervisor ( X 2)                                        |             | _____ |
| Supervisor (X 2)                                         |             | _____ |
| Peers (X 1)                                              |             | _____ |
| Peers (X 1)                                              |             | _____ |
|                                                          |             |       |
| Teacher Written Supplement 1-10                          | <b>(10)</b> | _____ |
|                                                          |             |       |
| Teacher Experience sped 1-8 (X2)                         | <b>(16)</b> | _____ |
| Gen ed experience (X1)                                   |             | _____ |
| Para Experience/Related (x.5)                            |             | _____ |

| ORGANIZATION | POSITION |
|--------------|----------|
|              |          |
|              |          |
|              |          |

T \_\_\_\_\_ TA \_\_\_\_\_ Total \_\_\_\_\_ /70

**Interview 1-5 (30)**

|                        |  |       |
|------------------------|--|-------|
| Assessment Process     |  | _____ |
| Instructional Process  |  | _____ |
| Behavior Management    |  | _____ |
| Professional Relations |  | _____ |
| Professional Knowledge |  | _____ |
| Written                |  | _____ |

Total \_\_\_\_\_ /100





## Appendix C

### Group Statistics

|                | Renew        | N  | Mean    | Std. Deviation | Std. Error Mean | p |
|----------------|--------------|----|---------|----------------|-----------------|---|
| Degree         | 1 Renewed    | 32 | 11.5000 | 2.03200        | .35921          | * |
|                | 2 Nonrenewed | 19 | 8.5263  | 4.10106        | .94085          |   |
| GPAunder       | 1 Renewed    | 32 | 3.3984  | .35170         | .06217          | * |
|                | 2 Nonrenewed | 16 | 2.9831  | .49605         | .12401          |   |
| GPAgrad        | 1 Renewed    | 12 | 3.5833  | .54745         | .15803          |   |
|                | 2 Nonrenewed | 7  | 3.6571  | .20702         | .07825          |   |
| Reference      | 1 Renewed    | 31 | 15.6274 | 4.37493        | .78576          |   |
|                | 2 Nonrenewed | 16 | 13.7500 | 5.41775        | 1.35444         |   |
| Written        | 1 Renewed    | 28 | 9.3750  | 1.19121        | .22512          | * |
|                | 2 Nonrenewed | 15 | 7.9333  | 2.05171        | .52975          |   |
| Experience     | 1 Renewed    | 32 | 5.2656  | 5.26397        | .93055          |   |
|                | 2 Nonrenewed | 17 | 4.9706  | 6.72791        | 1.63176         |   |
| Interview1     | 1 Renewed    | 30 | 3.6267  | .54389         | .09930          |   |
|                | 2 Nonrenewed | 19 | 3.3474  | .54911         | .12597          |   |
| Interview2     | 1 Renewed    | 30 | 3.8683  | .54058         | .09870          |   |
|                | 2 Nonrenewed | 19 | 3.4274  | .62357         | .14306          |   |
| Interview3     | 1 Renewed    | 30 | 3.7113  | .60734         | .11089          |   |
|                | 2 Nonrenewed | 19 | 3.3974  | .56285         | .12913          |   |
| Interview4     | 1 Renewed    | 30 | 3.8017  | .54496         | .09950          |   |
|                | 2 Nonrenewed | 19 | 3.6632  | .45730         | .10491          |   |
| Interview5     | 1 Renewed    | 30 | 3.8233  | .60097         | .10972          |   |
|                | 2 Nonrenewed | 19 | 3.4553  | .64007         | .14684          |   |
| Interview6     | 1 Renewed    | 30 | 3.7183  | .51936         | .09482          |   |
|                | 2 Nonrenewed | 19 | 3.6474  | .97546         | .22379          |   |
| InterviewTotal | 1 Renewed    | 32 | 21.1403 | 6.08879        | 1.07636         |   |
|                | 2 Nonrenewed | 19 | 20.9379 | 3.11491        | .71461          |   |

P\* means that there is a statistical difference between two groups. (p<.05)