



Educator Performance and Support System (EPSS)

District Configuration Administrator

To prepare for the launch of the Educator Performance and Support System (EPSS), each district needs to designate one or two individuals for the role of **EPSS District Configuration Administrator**. This person(s) will serve as a point of contact for key system information and updates, as well as to maintain the administrative rights to create and modify evaluation caseloads for all evaluators within their district.



Defining the Role of the Configuration Administrator

The primary administrative function of the District Configuration Administrator will be to create and update evaluation caseloads within their district. When identifying a person to fill this role, district leaders should note that the District Configuration Administrators will have the ability to view all evaluation data for all users within the district. It is important to select an individual who will be responsible for maintaining the confidentiality of the evaluation-related data.

Creating and Updating Evaluation Caseloads

For the initial system launch, evaluation caseloads will be pre-populated by RIDE with building principals as the default evaluator. District Configuration Administrators will need to make adjustments to these default caseloads at the beginning of the year to account for complementary evaluators who are also supporting the process. Throughout the year, the District Configuration Administrator will continue to serve as the point person that evaluators will contact if their caseload is missing a user or if they have an incorrect user assigned to their caseload.

Preparation for initial launch and training

Once the District Configuration Administrator has been selected, they should prepare for the initial system launch by:

- Accessing the “getting started” online tutorial posted on the RIDE website in August
- Registering for an in-person training session in August
 - Session on August 15 (9:30-11:30 AM): <https://www.eride.ri.gov/workshopReg/ViewWorkshop.aspx?workshopid=535>
 - Session on August 21 (2:00-4:00 PM): <https://www.eride.ri.gov/workshopReg/ViewWorkshop.aspx?workshopid=534>
- Soliciting information from building administrators about evaluation caseload assignments to prepare to make adjustments to the default caseload assignments

Both the online tutorial and the in-person training sessions will focus on training participants how to create and modify evaluation caseload assignments and modifications and providing general support in preparing for the system launch.

Other important EPSS updates:

- An overview of all EPSS training resources is available at: <http://www.ride.ri.gov/EducatorQuality/EducatorEvaluation/EPSS.aspx>
- As a reminder to districts, the EPSS is available to all districts at no additional cost
- In the coming weeks, RIDE will be issuing the following:
 - State reporting requirements which will clarify the information that must be submitted by districts via the EPSS.
 - Data Use Policy which includes clarification for districts about the precautions taken to avoid misuse of sensitive information.

- Please email Shoba.annavarjula@ride.ri.gov by **Friday August 3, 2012** to identify who will serve as the EPSS District Configuration Administrator(s) for your district.