

General Information for Educator Involvement

The Smarter Balanced Assessment Consortium (Smarter Balanced) is recruiting qualified educators to support assessment activities in 2021. We are asking Smarter Balanced Teacher Involvement Coordinators (TICs) to recruit and recommend qualified educators in your state to participate in selected development activities for the assessment system. To support the recruitment process in your state, this document outlines important information for educator recruitment. Smarter Balanced is recruiting for four educator activities:

- English/Language Arts Item Review for Content, Fairness, and Accessibility
- Mathematics Item Review for Content, Fairness, and Accessibility
- English/Language Arts Passage Review
- Mathematics ALD Review

Diversity Statement

Smarter Balanced is committed to diversity, equity, and inclusion. Our goal for educator reviewers is that they reflect the diversity of the students we serve, ensuring that students have equitable access to high-quality assessment content. We are committed to the implementation of inclusive practices in assessment and instruction. Together, we strive to be an inclusive and equitable team that values, honors, and respects the shared lived experiences and deep knowledge of our diverse student populations.

TIC Recruitment

TICs should recruit educators using the online Smarter Balanced form linked below by **May 3, 2021**. Completed educator applications will be sent to TICs 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 **May 4, 2021**. TICs will remove educators they do not wish to recommend and return their lists to Smarter for selection no later than **May 17, 2021**.

TICs should recommend only educators who 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. 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 Review

Educators will complete a virtual synchronous 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.

ELA Passage Review

The ELA contractor will be selecting new potential passages for the FIABs this year. In this July meeting, Educators will review the newly selected ELA passages for content, bias and sensitivity, and grade appropriateness. This meeting will be fully virtual and a mix of synchronous and asynchronous work.

Mathematics ALD Review

Educators who participate in the second Mathematics Item Review, tentatively scheduled January 2022, will also work on the Math ALDs. Educators will review and augment the Claims 2, 3, and 4 Achievement Level Descriptors (ALDs). This event is scheduled to be synchronous and virtual.

Duration of work

Smarter Balanced expects all educator events to occur virtually in 2021. Some events may require asynchronous work. Educators will be compensated as defined in the invitation letter.

Logistics of meetings

After selecting and confirming the participants, a designated contractor will work with participants to coordinate virtual attendance. Participants will receive training and relevant digital materials prior to meeting. The contractor and Smarter Balanced will provide technical support to participants. The



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meetings are expected to occur on Zoom and accessibility accommodations will be available for participants who need them.

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

Process	Responsible Party	Date(s)
Educator Recruitment	Teacher Involvement Coordinator	3/1 – 5/3
Educator Application Due	Educator	5/3
Educator Selection	Teacher Involvement Coordinator	5/4 – 5/17
Educator Meetings (dates are subject to change)	Smarter Balanced staff and Contractor	<u>ELA Passage Review: July 2021</u> <u>Math Item Review 1: October 2021</u> <u>ELA Item Review: October 2021</u> <u>Math Item Review & ALD Review: January 2022</u>



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Educator Requirement Details

TICs should share the link below with educators in order for them to apply:

<https://smarterbalancedassessment.wufoo.com/forms/zpj6bf914r3ysj/>

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

Smarter will provide the complete list of each member's educators. TICs will remove educators they do not wish to participate in activities and return the list to Smarter. TICs and K12 Leads may highlight or bold highly recommended participants.

TICs should work to provide a balanced and diverse pool of educators between content areas, grade levels, demographic information, and experience with diverse student populations.

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. TICs and K-12 Leads 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.

Smarter Balanced has designed the information on the following pages to support recruitment efforts by TICs. This may be distributed to educators as part of the state recruitment efforts.

Diversity Statement

Smarter Balanced is committed to diversity, equity, and inclusion. Our goal for educator reviewers is that they reflect the diversity of the students we serve, ensuring that students have equitable access to high-quality assessment content. We are committed to the implementation of inclusive practices in assessment and instruction. Together, we strive to be an inclusive and equitable team that values, honors, and respects the shared lived experiences and deep knowledge of our diverse student populations.

Frequently Asked Questions Regarding Content Development

Q: What are the dates and length of the content development sessions?

A: The exact dates are to-be-determined. Smarter can provide a general estimate of the expected month that an event will take place.

- Passage Review for ELA will be in July, 2021.
- Item Review for ELA will be in October, 2021.
- The first Item Review for Mathematics will be in October, 2021.
- The second Item Review for Mathematics and ALD Review will be in January, 2022.

Each meeting will be between 3 and 5 days of virtual synchronous work. ELA Passage Review may include a day of asynchronous review. Educators should anticipate conducting work during weekdays.

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, diversity, 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 are expected to receive notification regarding their status of participation in May – December 2021, depending on the timeline for the associated activity. Alternates will be contacted as needed starting in August and last through the rest of the calendar year.

Q: Where do meetings occur?

A: Meetings are expected to occur virtually on Zoom or similar virtual meeting software.

Q: Will my expenses be paid?

A: Depending on state policy, substitute reimbursements will be available if educators work during the week on scheduled work days. For work on the weekends, educators will be paid a stipend.

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.

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).



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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: