

2021 - 2022 PDE 13-3: Non-Teaching Professional Rating Form

Enter all of the basic information required for this evaluation.

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If the Evaluation Type or Employee Type need to be changed, use the "Change Rating Form" option on the Evaluation List.

All of the information on this page will be transferred over to the [Summary](#).

Non-Teaching Professional Information

Name: Educator, Sample (123456)

School, LEA/District:
All-Star School District

Evaluation Information

Evaluation Period: to

Evaluation Type: Annual Interim (13-4)

Employee Type: Professional Employee Temporary Professional Employee

Final Rating

Final Rating: Satisfactory Unsatisfactory

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Enter the rating value (0, 1, 2, or 3) for each domain.

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The system automatically calculates each Adjusted Rating and, if the value exceeds two decimal places, rounds the value.

The final rating value (automatically calculated) is shaded in green and will be transferred to the [Summary](#).

Domain Rating Assignment 0 to 3 Point Scale

Rating	Value
Failing	0
Needs Improvement	1
Proficient	2
Distinguished	3

Observation & Practice

Domain	Rating	% Assigned	Adjusted Rating / Max
I. Planning & Preparation	-- ▾ ×	25% =	-- / 0.75
II. Educational Environment	-- ▾ ×	25% =	-- / 0.75
III. Delivery of Service	-- ▾ ×	25% =	-- / 0.75
IV. Professional Development	-- ▾ ×	25% =	-- / 0.75
Total*:		100	-- / 3.00

Observation & Practice Rating: --

* Must total 100% to determine a valid Observation & Practice Rating

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Identify the Student Performance Outcome(s) informing this evaluation, using one or more LEA Selected Measures (maximum of 8):

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- Locally Developed School District Rubric
- District-Designed Measure & Examination
- Nationally Recognized Standardized Test
- Industry Certification Examination
- Student Projects Pursuant to Local Requirements
- Student Portfolio Pursuant to Local Requirements

For each, select a rating reflective of the educator effect on that outcome, and assign a weighting (i.e., % Assigned) proportional to its significance in determining an overall rating for this measure.

If a % Assigned entry is made beyond two decimal places, the system will round the entry.

The system automatically calculates each Adjusted Rating and, if the value exceeds two decimal places, rounds the value.

The final rating value (automatically calculated) is shaded in green and will be transferred to the [Summary](#).

A professional employee who transfers from one building to another within an LEA has the option of using a substitute measure in lieu of Building-Level Data for the *first two school years* of the new location assignment. Before evaluation in the new location assignment, the employee and the LEA must agree on the substitute measure(s) and the reallocation of the 10% weighting for calculating the final performance rating. A Non-Teaching Professional may choose to have the 10% reallocated to Observation and Practice or LEA Selected Measures.

LEA Selected Measure(s)

Student Performance Outcome	Rating	% Assigned	Adjusted Rating / Max
	Total*:	--	--/ --
LEA Selected Measure(s) Rating:			--

* Must total 100% to determine a valid LEA Selected Measure(s) Rating

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Select an answer to the question. The system will then present the applicable content.

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Building Level Data

Does the employee have at least one attributable Building Level Score?

- NO: Substitute O&P Rating
- YES: Enter Building Level Data for one or more Buildings
- YES: Exercise Transfer Option

If no Building Level Data are attributable, the O&P Rating is substituted.

The final rating value is shaded in orange and will be transferred to the [Summary](#).

Substitute Observation & Practice Rating: --

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Name: Educator, Sample
(123456)

Employee Type: Professional
Employee

School: --
LEA/District: All-Star School District

Evaluation Type: Annual

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Non-Teaching Professional Ratings (By Measure)

(A) Observation & Practice

Domain Rating Assignment 0 to 3 Point Scale	Value	Domain	Rating	% Assigned	Adjusted Rating / Max
Failing	0	I. Planning & Preparation	-- x	25% =	--/ 0.75
Needs Improvement	1	II. Educational Environment	-- x	25% =	--/ 0.75
Proficient	2	III. Delivery of Service	-- x	25% =	--/ 0.75
Distinguished	3	IV. Professional Development	-- x	25% =	--/ 0.75
Observation & Practice Rating:					--/ 3.00

(B) Student Performance

(B) Building Level Data

Domain Rating Assignment 0 to 3 Point Scale	Value	Building Level Data Rating:
Failing	0	Building Level Data Rating: --
Needs Improvement	1	Substitute Observation & Practice Rating: --
Proficient	2	Substitute Transfer Option(s) Rating: --
Distinguished	3	

Non-Teaching Professional Summative Rating (All Measures)

Conversion to Performance Rating	Rating	Measure	Rating	% Assigned	Adjusted Rating / Max
Total		(1) Observation & Practice Rating	-- x	90% =	--/ 2.70
0.00 to 0.49	Failing	(2) Building Level Data Rating	--* x	10% =	--/ 0.30
0.50 to 1.49	Needs Improvement				
1.50 to 2.49	Proficient				
2.50 to 3.00	Distinguished				
Total:					--/ 3.00
Performance Rating:					--

* Substitutions permissible pursuant to 22 Pa. Code SS 19.4a. (b)(3), (b)(4).

I certify that the above-named employee for the period beginning 12/13/2022 and ending 12/13/2022 has received a performance rating of:

- Distinguished Proficient Needs Improvement Failing

resulting in a final rating of:

- Satisfactory Unsatisfactory

Distinguished, Proficient, or Needs Improvement shall be considered Satisfactory. Failing shall be considered Unsatisfactory. A second Needs Improvement issued by the same employer within 4 years of the first where the employee is in the same certification shall be considered Unsatisfactory.

Date Designated Rater / Position

Date Chief School Administrator

I acknowledge that I have read the report and that I have been given an opportunity to discuss it with the rater. My signature does not necessarily mean that I agree with the performance evaluation.

Date Signature of Employee