

## How to Pull the Effectiveness Human Capital Report to Complete Addendum A

1. Click on the Districts & Schools tab on the top menu bar
2. On the left side of the screen, select “ADEPT” under the REPORTS option
3. Click “Details” next to the Effectiveness Human Capital Report (Schools)
4. On the page that generates, make sure the Academic Year is set to the previous school year and Select “Run Report”.

The screenshot shows the 'Effectiveness Human Capital Report (Schools)' page. At the top, there's a blue 'Districts & Schools' button. Below it, on the left sidebar, 'REPORTS' is selected, and 'ADEPT' is highlighted. The main content area shows the report title 'Effectiveness Human Capital Report (Schools)' with a 'Details' link. Below the title, there's a 'Back' button. A descriptive text line reads: 'Use for Federal Reports Ineffective (Federal) % Effective, % Not Effective, % Not Reported, Teachers, Special Areas, Principals'. The 'Parameters' section contains a dropdown for 'Academic Year' set to '2022-2023'. The 'Output Format' section has a dropdown for 'Select Output Format' set to 'Comma Separated Values'. At the bottom, there's a 'Run' section with a 'Run the Report' button and a descriptive text: 'Click this button to run the report with the above parameters and outputting to the selected format.'

5. Click on the Excel spreadsheet that generates.

## Effectiveness Human Capital Report (Schools) Column Headings

Teacher Count – Number of teachers in the school

Teacher Not Effective – Annual/Continuing contract teachers who received a “Not Met” for the year or Induction contract educators with two consecutive “Not Met” evaluation years

Teacher Effective – Percentage of teachers who received a “Met” for the evaluation year

Teacher Not Reported – Percentage of teachers who had evaluations created but not completed

Teacher Incomplete – Percentage of teacher evaluations closed (thus Incomplete for the year)

Teacher Induction – Percentage of teachers on an Induction contract

Specialist Count – Number of special area educators in the school

Special Area Not Effective - Annual/Continuing contract special area educators who received a “Not Met” for the year or Induction contract educators with two consecutive “Not Met” evaluation years

Special Area Effective - Percentage of special area educators who received a “Met” for the evaluation year

Special Area Not Reported – Percentage of special area educators who had evaluations created but not completed

Special Area Incomplete - Percentage of special area educator evaluations closed (thus Incomplete for the year)

Special Area Induction - Percentage of special area educators on an Induction contract

Principal Count – Number of principals in the school

Principal Not Effective – Percentage of principals in school whose overall rating on PADEPP is Needs Improvement or Unsatisfactory

Principal Effective – Percentage of principals in school whose overall rating on PADEPP is Exemplary or Proficient

Principal Not Reported - Percentage of principals in the school who had evaluations created but not completed

Principal Tier 1 – Percentage of principals in the school that have not completed a PADEPP summative evaluation or completed the Principal Induction Program

### **Tips for Responding to Questions in Addendum A**

Questions 1-3 ask the district to reflect on the relative percentages of effective teachers and the schools with the most new teachers or a new principal. Thinking about staffing through these lenses may or may not be new to you and your team. Know that your responses will only be used to help us design supports and will not be shared outside our team.

Questions 4-6 ask you to consider the strategies and policies in your district. Do not worry if you are having difficulty answering; use the information you have available and what you know about the district to answer the questions to the best of your ability. Our office will use your responses to help plan supports and future engagement.