



## **Implementation Fidelity and Integrity Verification Posting**

This document provides a general guideline for the implementation and use of the School ADvance™ Administrator Performance Assessment, Development, and Evaluation System. This Implementation Fidelity and Integrity posting document references critical areas of the implementation process and use as required by Michigan statute. Adopters of the School ADvance System should also refer to the School ADvance User's Manual and training documents for specifics of each of those critical areas. Non-Michigan users should also consult their state and local educator evaluation requirements. Districts and schools that hold a valid limited licensing agreement with School ADvance™ may download and post this Implementation Fidelity Document on the district or school website along with a link to the School ADvance™ Assurances Document as a means for providing internal and external stakeholders with information regarding implementation fidelity and integrity. Users are advised to note the status and progress in achieving implementation fidelity and integrity in the table below and make updates as needed to reflect changes in the implementation process.

No part of this document may be modified except where the document provides columns for user notations regarding implementation status and progress in achieving implementation fidelity and integrity. School ADvance™ holds copyright to this and all other documents provided by and officially associated with the School ADvance Administrator Evaluation System. All Rights Reserved.



## Implementation Fidelity Elements

School ADvance Implementation Fidelity Critical Element	
<p><b>School ADvance Valid License for Use:</b> The Michigan Association of School Administrators (MASA) is an authorized licensing agent for School ADvance, LLC. Any party that utilizes School ADvance or any School ADvance resources, tools, or guides must hold a valid user licenses for all positions for which School ADvance is utilized as the performance development and evaluation system or tool. Users are advised to maintain their licensing agreements on file and to update their licensing agreement if adding positions to be covered under that agreement.</p>	
<p><b>School ADvance Valid License for Use:</b> The district, school, or individual covered under this School ADvance Implementation Fidelity Posting:</p> <ol style="list-style-type: none"> <li>1. Holds a valid licenses for the use of School ADvance through MASA</li> <li>2. New licenses issued after September 1, 2024, must list all positions covered under that license. The licensee must update that license if adding new positions to be covered after the post 9/1/24 initial license date</li> </ol>	<p><b>Date of Initial License Agreement:</b></p> <p><b>Dates of added positions to new licenses Issued after 9/1/24:</b></p>
<p><b>Third Party Providers of an on-line evaluation management system and/or server for hosting the School ADvance evaluation tools:</b> If utilizing a third party provider of an on-line management system or hosting server for the School ADvance System, the District/School/Individual covered under the Licensing Agreement referenced above must execute the required Addendum B to the School ADvance limited license agreement with School ADvance and that third party provider. Any change in third party provider will require the execution of a new License Agreement Addendum B and an update to this Implementation Fidelity Document.</p> <p>School ADvance License holders are advised to consult the School ADvance website: <a href="http://www.goschooladvance.org">www.goschooladvance.org</a> to verify the School ADvance approved list of third party providers. If a preferred provider is not on that list, please have that provider contact MASA to learn how to become an approved provider.</p>	<p><b>Date of Executing Addendum B for a School ADvance authorized Third Party on-line Management System Provider:</b></p> <p><b>Name of Authorized Third Party Provider:</b></p>

<p><b>Training Requirements:</b> MASA is also the School ADvance Authorized provider of School ADvance user training. License holders should update this Implementation Fidelity Document annually to reflect updates to trainings completed in accordance with School ADvance and state requirements. Users are advised to consult the School ADvance website for any updates on training requirements. Please verify below dates the licensee has completed a review of the Initial 2-Day Basic or 1-Day New Administrator training status for each group below.</p>	
<ol style="list-style-type: none"> <li><b>Initial 2-Day Basic Training:</b> The Licensee verifies they completed the initial 2-day Basic Training after executing their School Advance license</li> <li><b>Evaluator Basic or New Administrator Training:</b> The licensee verifies that all persons <b>who evaluate others</b> using School ADvance completed either the initial 2-day Basic Training or 1-day New Administrator Training.</li> <li><b>Evaluated Basic or New Administrator Training:</b> The licensee verifies that all persons <b>who are evaluated</b> using the School ADvance system/tools have completed either the 2-day Basic Training or the 1-day New Administrator Training.</li> </ol> <p><b>NOTE: Update items 2 &amp; 3 as new evaluators and evaluates are hired &amp; trained</b></p>	<p><b>Date of Initial 2-Day Basic Training:</b></p> <p><b>Date of Verification:</b></p> <p><b>Date of Verification:</b></p>
<p><b>Initial Training Updates:</b> Changes in law or the School ADvance system or tools may trigger a need for an Initial Training Refresher. In such cases, MASA will notify its membership and School ADvance will post a notice on its website indicating the specifics of any required initial training refresher or update (Note: None required for 2024-25, but see Implementation Integrity Adaptation recommendations below for further information).</p>	
<p><b>Rater Reliability Training:</b> All persons who <b>evaluate others</b> using the School ADvance System and Tools are required to complete Rater Reliability Training prior to participating in a performance review of others. (As of July 1, 2024, such training is also a Michigan statutory requirement). School ADvance also strongly recommends that all persons <b>being evaluated</b> through the School ADvance System and Tools complete Rater Reliability Training as well. Such training helps evaluators and evaluatees develop a common frame for interpreting performance levels. Rater Reliability training also helps create shared expectations for performance evidence.</p>	
<p><b>Rater Reliability Training:</b></p> <ol style="list-style-type: none"> <li>The licensee has verifies that all persons <b>who evaluate others</b> using the School ADvance system/tools have completed School ADvance Rater Reliability Training</li> <li>The licensee verifies that all persons <b>who evaluate others</b> using the School ADvance system/tools have renewed their Rater Reliability training within three calendar years of their most recent previous Rater Reliability Training</li> </ol>	<p><b>Date of Verification:</b></p> <p><b>Date of Verification:</b></p>
<p><b>Collective Bargaining (Michigan Users):</b> Beginning with the 2024-25 academic year, Michigan statute requires districts to collectively bargain both the educator (teacher and administrator) evaluation systems, processes, and the student growth model as applicable (i.e. where teachers or administrators are represented by a collective bargaining group). Licensee should use the collectively bargained student growth model for School ADvance Domain 1 ratings.</p>	

<p><b>Issuance of New School ADvance Versions.</b> From time to time, School ADvance may issue new versions or editions of the School ADvance system and/or tools. These updates may address (a) alignment with current research; (b) technical updates to enhance user experience; and/or (c) changes in state or federal statutes pertaining to educator evaluation and/or credentialing. In such cases, School ADvance will make new versions or available to license holders and to approved third party on-line management system or host server providers.</p>	
<p><b>The School ADvance 3.0 Version/Edition:</b> The licensee has acquired and is utilizing the 3.0 Version/Edition of the School ADvance System and Tools</p>	<p><b>Date Version 3.0 Acquired by Licensee:</b></p>
<p><b>The School ADvance Performance and Evaluation Process.</b> The Licensee verifies that the School ADvance System and Tools are being utilized in accordance with the School ADvance training and User Guidelines. This includes using all School ADvance 3.0 documents as provided by School ADvance without alteration and modification without the express written permission of School ADvance through an authorized agent of School ADvance, LLC (see below for approved integrity adaptations*).</p>	<p><b>Confirmed by the Undersigned on this Date:</b></p>
<p><b>Michigan Requirement for Mid-Year Performance Review:</b> After July 1, 2024, Michigan statute requires a mid-year performance review for all teachers and administrators.</p>	
<p><b>Mid-Year Performance Review:</b> The licensee verifies that they have established local timelines for completing the School ADvance evaluatee initial and final self-assessments and evaluator mid-year and final annual performance reviews</p>	<p><b>Date of Verification:</b></p>
<p><b>Mentor/Coach Requirement for Administrators:</b> Effective July 1, 2024, Michigan statute requires that administrators must be provided a mentor/coach in their first three years in any new administrative position. In states without a mentor/coach requirement, School ADvance strongly recommends adherence to this practice</p>	
<p><b>Mentor/Coach Requirement for Administrators:</b> The licensee verifies that a mentor/coach is being provided to all administrators who are serving in their first three years in a new administrative position</p>	<p><b>Date of Verification:</b></p>
<p><b>The District/School has identified a district official who is responsible for annual review and updates of the implementation fidelity requirements.</b></p>	<p><b>Name:</b> <b>Position:</b></p>

**Please continue to Page 5-6 to review/update Implementation Integrity Elements**

**See Page 6 for Verification Signature for this Implementation Fidelity/Integrity Posting**



## Implementation Integrity Elements

School ADvance offers licensees options for integrity adaptations to ensure best fit between the School ADvance performance development and evaluation process and the strategic, improvement, and growth priorities of the districts and schools that use the School ADvance System and Tools. An integrity adaptation is defined by the authors as an adaptation that maintains all fidelity elements (see above), while exercising local choices that increase the power of the School ADvance process to support achieving established district and school goals and growth targets. Identified areas for making integrity adaptations are identified in the table below.

School ADvance Implementation Integrity Adaptations	
<p><b>Three-Year Initial Phase-in Process**:</b> School ADvance recommends that districts develop a three-year plan for learning and implementing the evaluation characteristics in Domains 2-5 (the Practice Domains). Any time a person is placed in a new school or district level leadership/administrative position, they should be afforded the three-year phase-in process as detailed in the Initial School ADvance Training. Licensees are advised to select approximately 1/3 of the applicable evaluation characteristics to implement each year of the three-year phase-in process.</p>	<p>The licensee:</p> <p>Does <b>Does Not</b></p> <p>Utilize this integrity adaptation</p>
<p><b>Options for Weighting Certain School ADvance Characteristics from Domains 2-5**:</b> School ADvance is designed to support the achievement of local growth priorities. To that end, licensees may establish a weighting system that emphasizes the importance of certain School ADvance Performance Characteristics (from Domains 2-5) in achieving the goals and growth targets for the district and/or school in any given evaluation cycle.</p> <p>Any such weighting must be established at the beginning of the evaluation cycle along with a dialogue between the evaluator and evaluatee regarding the rationale for the weighting. Weighting decisions should be grounded in strategic goals, school improvement goals, and growth priorities within those goals for the district and/or school.</p>	<p>The licensee:</p> <p>Does <b>Does Not</b></p> <p>Utilize this Integrity Adaptation</p>
<p><b>Initial Training Refresher:</b> While not required, MASA offered a School ADvance Refresher Training for the 2024-25 to provide licensees with information on new statutory requirements in Michigan and updates to School ADvance 3.0 to comply with those requirements.</p>	<p>The licensee:</p> <p>Did <b>Did Not</b></p> <p>Participate in the optional 3.0 Refresher training</p>

<b>Rater Reliability Training for Evaluatees:</b> While not required, School ADvance recommends that persons being evaluated (i.e. Evaluatees) with the School ADvance system/tools also participate in Rater Reliability Training (see Rater Reliability Fidelity requirement for Evaluators in the Fidelity Elements above)	<p><b>The licensee</b></p> <p><b>Does</b> <b>Does Not</b></p> <p><b>have evaluatees complete Rater Reliability Training</b></p>
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••The School ADvance “Phase-in” Integrity Adaptation and Weighting adaptations foster a deeper learning of the evaluation characteristics and the performance indicators that go with each characteristic (see formative rubrics for indicators).

They also facilitate a reasonable development of evidence for an administrator’s work over the first three years, after which evidence can be updated as appropriate to maintain a current and relevant picture of the administrator’s work along with a cumulative picture of the administrator’s growth in practice.

The undersigned District/School official verifies that the implementation fidelity elements described above are accurately reported in this document as of the date indicated below. Licensees must update this form if the name and/or position of the authorized official who oversees implementation fidelity and integrity changes during an academic year.

**I have reviewed all the provisions of this document and verified that they accurately reflect the current status of this licensee’s compliance with School ADvance Implementation Integrity elements and current handling of Implementation Integrity elements.**

**Name of authorized District/School Official who oversees implementation fidelity:**

**Name:**

**Title:**

**Signature:**

**Date:**

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[School ADvance™ 3.0 Assurances Posting](#)

[School ADvance™ 3.0 Implementation Plan – Quick Checklist](#)

[School ADvance™ Resources](#)