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DTR APPLICATION TOOLKIT

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Below are the updates to the process for the 2018-2019 school year:

1. **The DTR Rubric has been updated based on feedback.**
   Review the updated 2018-2019 DTR Rubric on pages 8-10 prior to completing your DTR Application.

2. **Total DTR Application Points have increased from 14 to 20.**
   Beginning in the 2018-2019 school year, teachers can earn up to 20 points on their DTR Application. Specifically, teachers may earn up to 8 points by demonstrating examples of their Leadership and up to 6 points by demonstrating examples of their Lifelong Learning and Contributions to the Profession, respectively.

3. **DTR Application deadlines are updated.**
   DTR-eligible teachers who received a TEI Scorecard for the 2017-2018 school year must submit their DTR Application by the Round 1 deadline: noon on November 8, 2018.

   Teachers who did not teach in Dallas ISD during the 2017-2018 school year or did not receive a TEI Scorecard must have a summative performance evaluation completed before December 4, 2018, with a score of 65 or more, to be eligible to undergo the Distinguished Teacher Review. These teachers must submit their application by the Round 2 deadline: noon on January 17, 2019. For a complete list of eligibility requirements, please visit the TEI Website.

For more information on the DTR system updates and to access the most up-to-date information, visit [www.dallasisd.org/tei](http://www.dallasisd.org/tei)
DTR points earned are added to a teacher’s overall evaluation score. **Teachers can earn up to 20 points by submitting the DTR Application.**

### APPLICATION POINTS BREAKDOWN

<table>
<thead>
<tr>
<th>Leadership</th>
<th>Lifelong Learning</th>
<th>Contributions to the Profession</th>
<th>Total Points Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 points</td>
<td>6 points</td>
<td>6 points</td>
<td>20 points</td>
</tr>
</tbody>
</table>

*Additionally, DTR-eligible teachers may earn up to five points based on years of service as a Distinguished Teacher in a Tier 1 school.*

Remember:
- Newly DTR-eligible teachers must submit a DTR Application to be eligible to earn a Distinguished effectiveness level.
- Beginning with the 2017-2018 cohort of teachers (i.e. teachers who submitted a DTR Application in the 2016-2017 school year and earned or maintained a Distinguished effectiveness level), are only required to apply every three years.
- Teachers currently holding a Distinguished effectiveness level (Proficient II or higher) and DTR points do not need to submit a DTR Application to advance an effectiveness level.

### Key Dates & Deadlines

- **September 28, 2018** – DTR Application window opens for Round 1* DTR-eligible teachers
- **November 8, 2018 at noon** – Application submission deadline for Round 1 DTR-eligible teachers
- **November 16, 2018** – Primary evaluator final verification deadline for submitted Round 1 Applications
- **December 7, 2018** – DTR Application window opens for Round 2** DTR-eligible teachers. Round 2 teachers consist of teachers with no prior TEI data who earned a 65 or higher on their summative submitted by December 4, 2018
- **January 17, 2019 at noon** – Application submission deadline for Round 2 DTR-eligible teachers
- **January 25, 2018** – Primary evaluator final verification deadline for submitted Round 2 Applications

* Round 1 consists of teachers with prior TEI data who meet DTR eligibility criteria.
** Round 2 consists of teachers with no prior TEI data who earned a 65 or higher on their summative submitted by December 4, 2018.

- Teachers will receive the points earned from their application on their DTR Snapshot by June 2019.
- Teachers will learn if they earned a Distinguished effectiveness level based on the 2018-2019 SY on their TEI Scorecard in September 2019.
Teachers submit an online application with examples of their leadership, lifelong learning and contributions to the profession.

- Teachers may provide up to two experiences per domain.
- The short answer question and artifacts are optional.
- Teachers’ primary evaluator will verify applications prior to being reviewed and scored by a trained panel.
- Teachers do not need to submit an Application to use rollover points.

Got to [https://www2.dallasisd.org/dtr1819](https://www2.dallasisd.org/dtr1819) to access the Application Portal.

Helpful Application Tips

- **Use specific details** to describe your experiences (avoid using acronyms or abbreviated language).

- **Avoid using rubric language and/or vague descriptions.**

- **Provide qualitative and quantitative outcomes** that are clearly and directly linked to the actions within each experience.

- **Consider using artifacts to support your outcomes.** Artifacts are optional. If used, they should provide additional information about the impact of your experience.

- **Attend a DTR Application Workshop.** The workshop is designed to provide hands-on support regarding how to write your Application.

- **Seek out Distinguished Teachers** on your campus or DTR Ambassadors. These teachers have completed the process and may be able to provide support or advice.

- **Utilize the 2018-2019 DTR Rubric** when completing your application. The rubric is helpful in identifying experiences to include within each domain.

Visit [www.dallasisd.org/tei](http://www.dallasisd.org/tei) to sign up for a DTR Application Workshop!
Teachers have the option to include an artifact with each experience on the DTR Application. Artifacts should add additional context to an experience and help the Central Review Team have a better understanding of the impact of your key actions and outcomes. Artifacts may include, but are not limited to, the following:

- Data Trackers
- Presentations
- Handouts
- Meeting notes
- Mentor E-logs
- Proposals
- Reports
- Statistics / Data
- Articles
- Newsletters
- Education Blogs
- Classroom Websites
- Lesson Plans
- Curriculum
- Pictures
- Letter of Reference

Example 1

A teacher who wrote a grant to fund a school-wide garden could include a photograph showing students participating in science workshops using the garden or a data tracker demonstrating academic growth of students who use the garden.

Example 2

A teacher facilitating a campus professional development might include survey data showing the number of teachers using new methods learned from the PD in their classrooms and the positive outcomes of implementation.

Important Note: Artifacts are optional. If you choose to submit artifacts, use them strategically to paint a more vivid picture of your listed experiences.
This document is intended to provide a summary of each DTR domain. The 2018-2019 DTR Rubric, in full, can be found on pages 8 – 10.

**LEADERSHIP**

Domain Anchor Statement:
A Distinguished Teacher serves as a role model and leader for peers across the campus in formal and informal settings, proactively setting high standards and demonstrating commitment that accelerates the goals of the school. Experiences within the Leadership domain are scored based on the strength of the stated outcome.

- Key levers of the Leadership Domain include experiences that highlight taking initiative to improve campus leadership, collaboration, professional development, mentoring, family and community engagement, and awards and recognition...
- When deciding what to include in the Leadership Domain, ask yourself: How have I collaborated with my peers to accomplish or accelerate the goals of my campus?

**LIFELONG LEARNING**

Domain Anchor Statement:
A Distinguished Teacher initiates or seeks out multiple learning opportunities and applies learning successfully to improve individual and campus practice, showing a commitment to team innovation and growth. Experiences within the Lifelong Learning domain are scored based on the stated outcomes resulting from the implementation of learning.

- Key levers of the Lifelong Learning Domain include experiences that highlight utilization of feedback, new methods and approaches, staying current in the field of education, innovative use of technology, and effective implementation of learning from professional development and/or coursework.
- When deciding what to include in the Lifelong Learning Domain, ask yourself: What learning experiences have I participated in and how did I apply or share the knowledge?

**CONTRIBUTIONS TO THE PROFESSION**

Domain Anchor Statement:
A Distinguished Teacher contributes to the improvement of instructional practice of other K-12 teachers and/or impacts K-12 education policy at the campus, district, state or national level. Experiences within the Contributions to the Profession domain are scored based on the strength and scope of impact of stated outcomes.

- Key levers of the Contributions to the Profession Domain include experiences that highlight classroom visits from other educators, sharing of new ideas, work and best practices, leading professional development, and creating education policy.
- When deciding what to include in the Contributions to the Profession Domain, ask yourself: How have I worked with other educators on or beyond my campus to improve their instructional practice and/or education policy?
## Leadership

A Distinguished Teacher serves as a role model and leader for peers across the campus in formal and informal settings, proactively setting high standards and demonstrating commitment that accelerates the goals of the school.

### Key Levers of Leadership

<table>
<thead>
<tr>
<th>Performance Levels</th>
<th>2 points</th>
<th>4 points</th>
<th>6 points</th>
<th>8 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assumed in Student Activities</td>
<td>Assumes a leadership role, particularly in co-curricular or extra-curricular activities</td>
<td>Assumes a leadership role, particularly in co-curricular or extra-curricular activities, that create improvements in student achievement</td>
<td>Assumes a leadership role, making individual contributions to co-curricular or extra-curricular activities, that create improvements in student achievement as measured by qualitative and/or quantitative data</td>
<td>Assumes a leadership role, making individual contributions to co-curricular or extra-curricular activities, that create significant improvements in student achievement as measured by qualitative and/or quantitative data</td>
</tr>
<tr>
<td>Mentoring</td>
<td>Formally mentors and provides non-evaluative feedback to teachers and student teachers on the campus</td>
<td>Formally mentors and provides non-evaluative feedback to teachers and student teachers that create change in teacher practice on the campus</td>
<td>Formally mentors and provides non-evaluative feedback to multiple teachers at the campus that creates change in teacher practice as measured by qualitative and/or quantitative data</td>
<td>Formally mentors and provides on-going feedback to multiple teachers creating a significant change in teacher practice at the campus as measured by qualitative and/or quantitative data</td>
</tr>
<tr>
<td>Collaboration</td>
<td>Collaborates with other teachers or teams to help the campus make sense of information and identify problems</td>
<td>Collaborates with other teachers or teams to help the campus make sense of information, identify and resolve problems, and improve practice or policy</td>
<td>Leads teams, making individual contributions to help the campus make sense of information, identify and resolve problems, and improve practice or policy as measured by qualitative and/or quantitative data</td>
<td>Leads teams in problem identification and resolution, challenging the status quo, thereby implementing more effective ways to improve the campus and accelerate the goals of the campus as demonstrated by qualitative or quantitative data</td>
</tr>
<tr>
<td>Professional Development</td>
<td>Relays information from meetings or other professional development sessions to others at the campus</td>
<td>Develops and leads professional development at the campus</td>
<td>Develops and leads professional development that creates change in teacher practice at the campus as measured by qualitative and/or quantitative data</td>
<td>Develops and leads professional development that creates significant change in teacher practice at the campus as measured by qualitative and/or quantitative data</td>
</tr>
<tr>
<td>Family and Community Engagement</td>
<td>Participates and/or establishes opportunities for parental and/or community involvement at the campus</td>
<td>Participates and/or establishes opportunities for parental and/or community involvement that improves campus practice</td>
<td>Establishes and leads opportunities for parental and community involvement, making individual contributions that improves campus practice as demonstrated by qualitative and/or quantitative data</td>
<td>Leads problem identification and establishes opportunities for parental and community involvement, making individual contributions that significantly improves campus practice as demonstrated by qualitative and/or quantitative data</td>
</tr>
<tr>
<td>Awards and Recognition</td>
<td>Receives informal recognition for activities above and beyond assigned duties at the campus</td>
<td>Receives awards and formal recognition from the campus and/or feeder for activities above and beyond assigned duties which resulted in campus improvements</td>
<td>Receives awards and formal recognition from the district for activities above and beyond assigned duties which resulted in campus improvements</td>
<td>Receives awards and formal recognition from beyond the district level for effective teaching practices which resulted in campus improvements</td>
</tr>
</tbody>
</table>

Note: It is possible to earn zero points in this domain if the provided experiences in the application do not meet the minimum domain criteria outlined above.
# 2018-2019 Distinguished Teacher Review Rubric

## Lifelong Learning

A Distinguished Teacher initiates or seeks out multiple learning opportunities and applies learning successfully to improve individual and campus practice, showing a commitment to team innovation and growth.

<table>
<thead>
<tr>
<th>Key Levers of Lifelong Learning</th>
<th>Performance Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Utilization of Feedback</strong></td>
<td><strong>1.5 points</strong></td>
</tr>
<tr>
<td><strong>B. New Methods and Approaches</strong></td>
<td><strong>3 points</strong></td>
</tr>
<tr>
<td><strong>C. Professional Development</strong></td>
<td><strong>4.5 points</strong></td>
</tr>
<tr>
<td><strong>D. Staying Current in the Field of Education</strong></td>
<td><strong>6 points</strong></td>
</tr>
<tr>
<td><strong>E. Professional Coursework</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** It is possible to earn zero points in this domain if the provided experiences in the application do not meet the minimum domain criteria outlined above.
# Contributions to the Profession

A Distinguished Teacher contributes to the improvement of instructional practice of other K-12 teachers and/or impacts K-12 education policy at the campus, district, state or national level.

<table>
<thead>
<tr>
<th>Key Levers of Contributions</th>
<th>1.5 points</th>
<th>3 points</th>
<th>4.5 points</th>
<th>6 points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Classroom Visits</strong></td>
<td>Observed by other professionals, primarily at the campus level, thereby influencing instructional practice</td>
<td>Formally sought out by other professionals, primarily at the feeder and/or district level, thereby resulting in a moderate impact on instructional practice</td>
<td>Formally sought out by other professionals, primarily at the district level, thereby resulting in a significant impact on practice at the district level or within local education communities</td>
<td>Formally sought out by other professionals from across the state or nation, thereby resulting in a significant impact on practice of a broad range of educators or education communities</td>
</tr>
<tr>
<td><strong>B. Sharing of New Ideas, Work, and Best Practices</strong></td>
<td>Shares new ideas, work or best practices with other teachers, primarily at the campus level, thereby resulting in a minor change in instructional practice</td>
<td>Shares new ideas, work or best practices with other teachers, primarily at the feeder and/or district level, thereby resulting in a moderate change in instructional practice</td>
<td>Develops educational resources, shared primarily at the district level or within local education communities, thereby resulting in a significant impact on district practice or local education communities</td>
<td>Develops educational resources shared at the state or national level, thereby resulting in a significant impact on practice of a broad range of educators beyond local education communities</td>
</tr>
<tr>
<td><strong>C. Professional Development</strong></td>
<td>Leads professional development and/or mentors other professionals, primarily at the campus level, thereby resulting in a minor change in instructional practice</td>
<td>Leads professional development and/or mentors other professionals, primarily at the feeder level, thereby resulting in a moderate change in instructional practice</td>
<td>Leads professional development and/or mentors, primarily at the district level or within local education communities, thereby resulting in a significant impact on instructional practice</td>
<td>Leads professional development and/or mentors at the state or national level, thereby resulting in a significant impact on practice of a broad range of educators or education communities</td>
</tr>
<tr>
<td><strong>D. Education Policy</strong></td>
<td>Collaborates on initiatives, teams or committees, primarily at the campus level, thereby resulting in a minor impact on practice or education policy</td>
<td>Collaborates on initiatives, teams or committees, primarily at the feeder and/or district level, thereby resulting in a moderate impact on practice or education policy</td>
<td>Substantially contributes to an initiative, team, or committee, primarily at the district level, thereby significantly impacting practice or policy at the district or within local education communities</td>
<td>Substantially contributes to an initiative, team, committee, or board at the state or national level, thereby significantly impacting practice or policy within the state or nation</td>
</tr>
</tbody>
</table>

Note: It is possible to earn zero points in this domain if the provided experiences in the application do not meet the minimum domain criteria outlined above.
The DTR Application Worksheets are recommended for use when writing experiences for the Leadership, Lifelong Learning and Contributions to the Profession domains. Follow the four easy steps below when working on your application:

**STEP 1**

**BRAINSTORM YOUR EXPERIENCES**
On page 12, generate a list of roles or experiences within the 2017-2018 and 2018-2019 school years, including summers of 2017 and 2018 in which you either:
- Demonstrated leadership on your campus
- Used new knowledge to enhance your or your peers’ instructional practice
- Assisted or impacted fellow educators

**STEP 2**

**LABEL YOUR EXPERIENCES**
After reviewing the DTR Rubric, label your experiences on page 12:
- Write an “L” for Leadership next to all experiences on your list where you had a campus-level impact.
- Write “LLL” for Lifelong Learning next to all experiences where you applied learning to improve individual and/or campus practice.
- Write a “C” for Contributions to the Profession next to all experiences where you impacted education policy or the instructional practice of other K-12 teachers at the campus, district, state, or national level.

**STEP 3**

**EXPAND ON YOUR STRONGEST EXPERIENCES**
- Identify your two strongest experiences in each domain.
- On pages 13-15, use the Domain Worksheets for each experience to ensure key points are included in your Application. Remember, you may include up to two experiences per domain.

**STEP 4**

**CREATE PARAGRAPHS IN THE ONLINE APPLICATION PORTAL**
- Use the completed Domain Application Worksheets to write paragraphs describing your experience in the DTR Application Portal.
- Determine if you would like to include an artifact, such as qualitative or quantitative data, to support your experience.

Disclaimer: Using the DTR Application Worksheets does not guarantee an applicant will earn DTR points.
STEP 1: BRAINSTORM YOUR EXPERIENCES

Generate a list of roles or experiences within the 2017-2018 and 2018-2019 school years, including summers of 2017 and 2018, in which you either:

- Demonstrated leadership on your campus
- Used new knowledge to enhance your or your peers’ instructional practice
- Assisted fellow educators

STEP 2: LABEL YOUR EXPERIENCES

Review the DTR Rubric and label your experiences above:

- Write an “L” for Leadership next to all experiences on your list where you had a campus-level impact.
- Write “LLL” for Lifelong Learning next to all experiences where you applied learning to improve individual and/or campus practice.
- Write a “C” for Contributions to the Profession next to all experiences where you impacted education policy or the instructional practice of other K-12 teachers at the campus, district, state, or national level.
STEP 3 EXPAND ON YOUR STRONGEST LEADERSHIP EXPERIENCES

Answer the questions below to describe each Leadership experience that you want to include in your application. Repeat for additional experiences. Remember, you may include up to two experiences in this domain.

LEADERSHIP

A Distinguished Teacher serves as a role model and leader for peers across the campus in formal and informal settings, proactively setting high standards and demonstrating commitment that accelerates the goals of the school.

**Key Actions**

In what role did you demonstrate acting as a role model and/or leader for peers at your campus?

Through this role, what campus systems or initiatives did you implement to improve the campus as a whole?

When implementing campus systems or initiatives, what steps did you take to accelerate the goals of your campus?

**Key Outcomes**

Who was immediately impacted as a result of your leadership?

What changed for the campus and/or other educators as a result of your leadership?

What qualitative or quantitative data can you provide to support your leadership?

STEP 4 CREATE PARAGRAPHS IN THE ONLINE APPLICATION PORTAL

- Use the worksheet above to write paragraphs describing your experience in the application portal.
- Determine if you would like to include an Artifact to support your experience.
STEP 3 EXPAND ON YOUR STRONGEST LIFELONG LEARNING EXPERIENCES

Answer the questions below to describe each learning experience that you want to include in your application. Repeat for additional experiences. Remember, you may include up to two experiences in this domain.

LIFELONG LEARNING

A Distinguished Teacher initiates or seeks out multiple learning opportunities and applies learning successfully to improve individual and campus practice, showing a commitment to team innovation and growth.

Key Actions

What prompted you to participate in your learning experience (reflection, recommendation, low test scores, etc.)?

What specific knowledge did you gain from your learning experience?

What did you implement in your classroom and or in your practice based upon what you learned?

Key Outcomes

What was the immediate impact on your students or your practice?

How do you know your learning positively affected your actions as an educator?

If the impact of your applied knowledge significantly changed the practice or outcomes within or beyond your classroom, how do you know (qualitatively or quantitatively)?

STEP 4 CREATE PARAGRAPHS IN THE ONLINE APPLICATION PORTAL

- Use the worksheet above to write paragraphs describing your experience in the application portal.
- Determine if you would like to include an Artifact to support your experience.
STEP 3 EXPAND ON YOUR STRONGEST CONTRIBUTIONS EXPERIENCES

Answer the questions below to describe each contribution that you want to include in your application. Repeat for additional experiences. Remember, you may include up to two experiences in this domain.

CONTRIBUTIONS TO THE PROFESSION
A Distinguished Teacher contributes to the improvement of instructional practice of other K-12 teachers and/or impacts K-12 education policy at the campus, district, state or national level.

Key Actions

What teacher or education policy-related contribution did you make?

When and where did you make your contribution?

What steps did you take to ensure your contribution was successful?

Key Outcomes

Who was immediately impacted as a result of your contribution?

What changed for other educators as a result of your contribution?

What qualitative or quantitative data, including available baseline data, can you provide to support your impact? In other words, how do you know you were successful?

STEP 4 CREATE PARAGRAPHS IN THE ONLINE APPLICATION PORTAL

- Use the worksheet above to write paragraphs describing your experience in the application portal.
- Determine if you would like to include an Artifact to support your experience.
**ADDITIONAL RESOURCES**
DTR APPLICATION TOOLKIT

Additional resources are available in the DTR Application Portal, including,

- 2018-2019 DTR Rubric
- DTR Application Informational Webinar
- DTR Application Toolkit
- Frequently Asked Questions

For more information on the Distinguished Teacher Review:

- **Visit** our webpage at [www.dallasisd.org/tei](http://www.dallasisd.org/tei)
- **Email** questions to tei@dallasisd.org
- **Call** the TEI office at **972-749-5712**

**THANK YOU** for leading the way for our students and teachers in Dallas ISD!