



MCESA

Maricopa County Education Service Agency

MCESA REILize Decision Support System Business Requirements Specification

Observation Data Capture Tool Administrator R2v1

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Program: MCESA REILize Decision Support System
Module: ODCT - Principal
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1 Document Information

1.1 Version History

VERSION HISTORY			
ID	Date	Revised By	Reason for change
0.1	07-Feb 2012	Gayle Hall	Initial creation and ongoing definition prior to first business review.
0.2	23-Feb 2012	Gayle Hall	Incorporated minor wording changes where suggested by the IT technical team during an internal review session – Part 1.
0.3	26-Feb 2012	Gayle Hall	Made first round business review changes as suggested by Al Dullum and Anabel Aportela of MCESA on Friday, 24-Feb 2012.
0.4	29-Feb 2012	Gayle Hall	Moved the current Section 1 in this document from its previous position of Section 8 in response to a request by Dr. Lori Renfro to do so, as well as her request to make sure all BRDs being created for the RDSS exhibit layout continuity among all.
0.5	01-Mar 2012	Gayle Hall	Incorporated changes from MCESA review with Lori Renfro, Al Dullum and Anabel Aportela.
0.6	02-Mar 2012	Gayle Hall	Incorporated final changes from MCESA review with Al Dullum and Anabel Aportela. For review with Lori Renfro on Monday, 05-Mar 2012.

1.2 References

REFERENCES		
Supporting Documentation Title	Purpose	Document
Leading Observation Instrument v1.1, 2011-2012	Provides the evaluation rubrics established for the MCESA REILize Decision Support System performance measurement standards	 Leading Observation Instrument_Version_1
A Closer Look for Superintendents	Provides insight into the goals and objectives of the MCESA REILize Professional Development Plan and motivational reinforcement tools that will become available to educators dedicated to promoting student achievement growth.	 REIL Closer Look for Supers.pdf
A Closer Look for Principals	Provides insight into the goals and objectives of the MCESA REILize Professional Development Plan and motivational reinforcement tools that will become available to educators dedicated to promoting student achievement growth.	 REIL A Closer Look for TeachersPrincipals
Principal Sample Reports	Provides examples of the expectations of MCESA for the Principal Observation and Documentation Report and Comments Report for both the application view and the printed document in pdf format.	 Principal Sample_Reports_Req
Observation Data Capture Tool Functional Requirements Wireframes - APPROVED	Provides visuals of various ODCT screen samples reviewed and approved by MCESA. After creating this secondary, more detailed BRD, additional screens and modifications to some of these existing screens will be done to retire the gaps determined as a result of producing this BR document.	 Leading Observation Instrument_v1.1.pdf

REFERENCES

Supporting Documentation Title	Purpose	Document
MCESA Observation Tool BRD CORE V1_Final	Provides the business requirements produced by others during a series of collaborative meetings in early 2011. This is the final, approved version as of 08/31/2011.	 MCESA Observation Tool BRD CORE V1_Fi

1.3 Stakeholders

STAKEHOLDERS

Organization	Stakeholder Name	Title	Email Contact
MCESA	Kristine Morris	Chief Deputy Superintendent	kristine.morris@mcesa.maricopa.gov
MCESA	Dr. Lori Renfro	Asst Supt, Performance-Based Management Systems	lori.renfro@mcesa.maricopa.gov
MCESA	Al Dullum	REIL Data Management System Project Manager	al.dullum@mcesa.maricopa.gov
MCESA	Dr. Anabel Aportela	REIL Resource and Sustainability Administrator	anabel.afortela@mcesa.maricopa.gov
ADE	Mark Masterson	Chief Information Officer, Arizona Department of Education	Mark.Masterson@AZed.gov
ADE	Linda Jewell	Deputy CIO, Arizona Department of Education	Linda.Jewell@AZed.gov

1.4 Document Approvals

This document has been approved as the official Business Requirements Document for the MCESA REILize Observation Data Capture Tool (ODCT) project.

Following approval of this document, changes will be governed by the project's change management process, including impact analysis, appropriate reviews and approvals, under the general control of the Master Project Plan and according to the Project Support Office policy.

DOCUMENT APPROVALS

Approver Name	Project Role	Signature/Electronic Approval	Date
Kristine Morris	Business Partner Stakeholder / Advisor		
Dr. Lori Renfro	Business Partner Stakeholder / Advisor		
Al Dullum	Business Partner Stakeholder / Advisor		
Dr. Anabel Aportela	Business Partner Stakeholder / Advisor		
Gene Saadi	Program Director and Primary Stakeholder Liason		
Linda Jewell	Deputy CIO and Stakeholder Liason		

2 Introduction

The Maricopa County Education Service Agency (MCESA) has undertaken a five-year initiative aimed at improving student learning and achievement by increasing the effectiveness of teachers and principals. Six local school districts are engaged in the Rewarding Excellence in Instruction and Leadership (REIL) initiative, which is funded by a Teacher Incentive Fund grant from the U.S. Department of Education.

A team of education experts (MCESA) will work collaboratively with the six REIL districts to develop and implement rigorous, fair and transparent educator evaluations.

To aid the collection, analysis, and presentation of this data, an Observation Tool will be built for the use of evaluators, MCESA analysts, and others who will benefit from the tool. The purpose of the observation data is to calculate 50% of the REIL score, which is the score on which teachers and principals will be compensated. The Arizona Department of Education is partnering with MCESA to build this tool.

3 Purpose and Scope

3.1 Purpose

The purpose of this document is to describe the business requirements of the Observation Data Capture Tool – Administrator R2v1 deliverable in a technology-independent manner to the business partner community. The intention of the author is to be thorough and accurate, using business terminology and business language in defining the requirements. Technical terminology is used minimally and with commonly understood words, acronyms or phrases as referenced by the business during requirements gathering sessions. A Glossary of Terms is provided for quick reference by the reader.

Once approved, these business requirements will be used as the basis for the Functional Requirements Specification and / or wireframe prototypes used in the actual development of the tool.

The checkmarked option below indicates the type of requirements and overall purpose of this documentation:

- Business requirements for major enhancements to an existing application
- Business requirements for new application development
- Business requirements for replacement application development
- Business requirements for a request for proposals (RFP)

3.2 Scope of Work

This section of the Business Requirements lists both in-scope and out-of-scope deliverables for this iteration of the project. All items detailed here are provided as a supplement to the previously approved wireframes for this release of the ODCT, but intended to address 'gray areas' of understanding and missing requirements between the earlier business requirements document defined collaboratively by MCESA and ADE information technology. Out-of-scope items may include requirements that were mentioned by the business as 'nice to have' or non-essential to the overall success of product release.

3.2.1 In Scope

The following items will be delivered as part of the ODCT R2v1 product deliverables:

ID	In Scope Deliverables
3.2.1.1	ODCT application functionality for Release 2 – Principal will incorporate associated business requirements and rules defined in this version of the Business Requirements Document, but will deliver within the previously approved wireframe guidelines in Section 1.2 – References within this document to minimize impacts to project timeline and cost.
3.2.1.2	<p>Many missed requirements were discovered during this writing of this BRD, the result of which will be the creation of additional wireframes to complete the functionality requirements.</p> <p>Some of the existing, approved wireframes will also require modifications due to the discovered gaps. Those wireframes that are impacted will need to be reviewed and approved by MCESA again as part of the functional design requirements.</p>
3.2.1.3	With the identification and inclusion of the “Super User” classification with this release of the ODCT, it has been determined that a more robust security model is needed as part of the MCESA REILize Decision Support System overall deliverables. An interactive, or phased, approach to development of this model is well suited and closely coupled to the Service Oriented Architecture upon which this toolset is being built.

3.2.2 Out of Scope

The following items will *not* be delivered as part of the ODCT R2v1 product deliverables:

ID	Out of Scope Deliverables
3.2.2.1	<p>Currently out of scope is a user interface within the ODCT release under development to provide a systematic process for <i>District administrators</i> to pair Evaluators with Evaluatees for fiscal years 2011-2012 or early 2012-2013.</p> <p>If needed for the start of 2012-2013 on or around July 1, 2012, a change request must be submitted and approved according to the established ADE Change Management process.</p> <p><i>Note: This deliverable is different from BR 6.1.2.2 for MCESA Data Entry Admin pairing of Evaluators to Evaluatees because a MCESA employee is not affiliated with any District. MCESA is not staffed at the District-level; therefore, that hierarchal complexity does not factor into the business requirements for the associated REIL role.</i></p>

4 Description of the Project and Rationale

The Observation Data Capture Tool (ODCT) is intended to provide a standardized input solution to gather evaluation feedback and store it in a data repository. This data will be used to calculate 50% of the REIL score, as well as to provide data for other reporting and analysis in other modules of the REILize Decision Support System. The availability of the Observation Data Capture Tool to school district evaluators will establish the process of automating what is now a manual, paper-based feedback process.

4.1 Environment

The ODCT is a web-based application that will be accessed by individual users by way of desktop and laptop computers running the Microsoft Windows Operating System and Apple's Mac OS. The Observation Data Capture Tool is designed to run on the latest Internet Explorer and Safari browser versions at the time of each release.

4.2 User Characteristics

Following is a table showing the identified users for the Observation Data Capture Tool – Principals, R2v1:

User(s)	Description	Skill Level	REIL Role(s)
School and District Administrators	Primarily acting in the role of Evaluator, Principals, Assistant Superintendents, and Superintendents will log on to the ODCT web application to enter evaluation scores of Principals and Assistant Principals.	Basic computer skills	OSA Superintendent Assistant Superintendent Principal Assistant Principal

4.3 General Constraints

The constraints listed here apply to areas of impact to the ODCT application that are out of the control or influence of the MCESA REILize information technology team delivering the product. They are here to bring awareness that potential support issues may arise as a direct result of these constraints.

ID	Constraint
4.3.1	Data inconsistencies and reliability exist between the systems of record within the Districts and the ADE databases that import and enhance this data. The ODCT system can only present the data it receives from the sources upon which it depends and has no capability or assigned resources to ensure data integrity.
4.3.2	Even if data is determined to be out-of-date or incorrect when made visible to users by way of ODCT, no automated means of notification exists nor has been requested for implementation that will communicate directly between databases to bring consistency throughout the State of Arizona at the District level.
4.3.3	The users of the ODCT toolset are housed in the schools and district offices. The ADE Information Technology team assigned to the MCESA REILize Program has had no first-hand opportunity to assess the hardware and related computer infrastructure that will be used to access the application for entry of evaluation data. However, due to the Service Oriented Architecture (SOA) and browser interface design of the REILize Decision Support System being deployed, no major impairments are anticipated.

4.4 Assumptions and Dependencies

4.4.1 Assumptions

This section describes major assumptions that were made prior to or during the Business Requirements gathering and documentation.

ID	Assumption
4.4.1.1	Even though this is the second Business Requirements Document to be defined for the ODCT due to lack of essential details in the first version, the original scope of work must remain the same in order to deliver within business expectations for timeline and project costs.
4.4.1.2	Other than minor cosmetics, findings of “Lessons Learned” sessions and enhanced functional knowledge that has occurred since the project started, will not be incorporated into the ODCT R2v1 deliverables if it significantly increases the scope of work. Improvements of this nature must be processed by way of the established Change Management protocol.
4.4.1.3	Charter schools are not included for this release and version of the ODCT.
4.4.1.4	Adobe Acrobat Reader or similar capability is installed or readily available to users of the ODCT toolset.
4.4.1.5	Evaluators will take notes on paper during actual observation sessions within the various settings. This manual paperwork forms the basis for transfer of these scores and notes into the ODCT toolset once the Evaluator has access to a computer.
4.4.1.6	For this release of the ODCT, Principals or Assistant Principals may be evaluated by: <ul style="list-style-type: none"> 4.4.1.6.1 Principals (in the case of Assistant Principals) 4.4.1.6.2 Assistant Superintendents 4.4.1.6.3 Superintendents 4.4.1.6.4 District Office Personnel
4.4.1.7	For the 2011-2012 fiscal year only, the allowable time period for transferring all manual evaluation scores and notes / comments into the ODCT will be extended to Midnight of 31-August 2012. Immediately following that cut-off, the database will be locked out to further entries and modifications.
4.4.1.8	HR Directors, Superintendents, and Assistant Superintendents are potential OSA candidates and are not currently evaluated as part of the ODCT process.
4.4.1.9	Principals and Assistant Principals are evaluated using the rubrics defined in the Leading Observation Instrument, v1.1, 2011-2012.

4.4.2 Dependencies

This section describes dependencies between the Application for which these Business Requirements are written and other applications, databases, and/or processes.

ID	Dependency
4.4.2.1	Initial load and configuration of evaluator-to-evaluatee pairing is dependent on the accuracy of the manually populated spreadsheet currently provided to ADE by MCESA, who works closely with District administration in creating this data source.
4.4.2.2	Any of the business requirements or rules stated within this document that have a reference to email notifications, data correction response times, or similar expectations associated to service delivery between ADE and the user community have a high success dependency on the definition and establishment of a mutually agreed upon Service Level Agreement (SLA). Business requirements of this nature may not meet business expectations until a mutually agreed-upon and signed SLA is in place.

5 Business Requirements

5.1 Login to ODCT Application

Log In to ODCT Application	
User Story:	Acting in the role of an Administrator, a user accesses the login screen for the ODCT application with an established user identifier and secure password protocol. The Administrative user expects to see an enhanced view of the ODCT with associated capabilities only seen by Administrators based on REIL role assignment.
Application	Observation Data Capture Tool – PRINCIPAL R2v1
Description:	This requirement describes the business rules, actions and success goals associated only to logging in to the ODCT application and being granted viewing and data entry capabilities related to Administrator access and REIL role assignment.
Exceptions:	<ul style="list-style-type: none"> a) A user may have more than one REIL role assignment. b) A Principal may function in a dual capacity and split work days at two schools. This Principal has two 'home' schools, with neither school having more importance or priority over the other with respect to assignment. c) A user may forget his user ID and/or password and need a way to quickly resolve the situation.
Rules:	The following business rules apply to this requirement:
5.1.1	<p>Three additional REIL roles must be accommodated for purposes of this application release:</p> <ul style="list-style-type: none"> a) Observation System Administrator (OSA) <ul style="list-style-type: none"> 1. The OSA will have exclusive rights in his district to grant additional override requests beyond the system imposed limitation of one (1) unassisted override per evaluator per Observation Cycle. 2. The OSA will have the ability to delegate authorization of override requests to another administrator when circumstances require delegation (see Section 5.13 – Delegate Authorization of an Override Request in this document) b) MCESA Data Entry Admin c) District Data Entry Clerk
5.1.2	Any authorized, Administrative ODCT user may be assigned to the new REIL role of Observation System Administrator (OSA). Each school district office is responsible for assigning Administrative responsibility and REIL role assignment by way of MCESA to ADE. This is a manual process today, handled by an exchange of spreadsheets. An automated process is preferred, but out of scope for this release.
5.1.3	<p>A user that is logging in to the ODCT as an Administrator must be assigned to at least one of the following seven (7) REIL roles:</p> <ul style="list-style-type: none"> a) Observation System Administrator – NEW b) Superintendent c) Assistant Superintendent d) Principal e) Assistant Principal f) District Office Personnel g) REIL Field Specialist <p><i>NOTE: There are now 11 REIL roles in total with this release</i></p>

5.2 View and Validate User School | District Assignment Criteria

View and Validate User School District Assignment Criteria	
User Story:	After successful logon to ODCT, the Administrative user wants to view his name and school / district assignment to validate accuracy. If any of the displayed information is incorrect, the user wants to be able to notify someone of the error(s) from the same screen where the information is being viewed. The goal is to correct the data at the source for the required fields of information (see BR 4.2.1 below).
Application	Observation Data Capture Tool – PRINCIPAL R2v1
Description:	This requirement describes the business rules, actions and success goals associated with displaying and validating the Administrative user’s full name and school / district assignment for the current fiscal year. When the Administrative user observes incorrect or incomplete information, he wants the immediate ability to send a notification of the erroneous data, with the expectation that it will be fixed within ADE’s established support guidelines.
Exceptions:	None
Rules:	The following business rules apply to this requirement:
5.2.1	The user needs to see the following fields displayed for validation: <ul style="list-style-type: none"> a) Evaluator ID (Stakeholder ID) b) First Name c) Last Name d) Middle Initial or Name (if available) e) School ID f) School Name g) District ID h) District Name
5.2.2	The user needs a way to electronically report an error in the data to the appropriate department or individual to correct it.
5.2.3	The user should receive an automated, email notification of completion on the same business day that the data correction occurs (has a success dependency on Section 4.6.2.2 of this document).

5.3 View and Print Blank Documents

View and Print Blank Document Entry Forms	
User Story:	The user logs in to the ODCT for the sole purpose of viewing and / or printing blank forms that are available within the application. These blank forms are typically needed for evaluation planning purposes.
Application	Observation Data Capture Tool – PRINCIPAL R2v1
Description:	This requirement describes the business rules, actions and success goals associated with the accessibility and printability of various blank forms related to evaluation preparation and planning specific to leadership personnel (Administrators), as well as the Evaluatees to which they are associated within their school districts.

View and Print Blank Document Entry Forms	
Exceptions:	None
Rules:	The following business rules apply to this requirement:
5.3.1	The user needs the ability to log in to the ODCT application and view / print Administrator evaluation planning and preparation documents.
5.3.2	The user needs the ability to log in to the ODCT application and view / print Teacher evaluation planning documents, as well as leadership field documents.

5.4 Find a Principal / Assistant Principal Evaluatee

Find a Principal / Assistant Principal Evaluatee	
User Story:	An Administrator logs in to the ODCT application to perform some tasks available within the tool and needs to select a Principal or Assistant Principal at one of the schools within his assigned school district before the tasks can be accomplished.
Application	Observation Data Capture Tool – PRINCIPAL R2v1
Description:	This requirement describes the business rules, actions and success goals associated with searching for a Principal or Assistant Principal to perform various tasks within the ODCT, such as viewing and printing forms and reports, or entering element scores for any of the five (5) rubrics within various settings.
Exceptions:	None
Rules:	The following business rules apply to this requirement:
5.4.1	User needs the ability to search for a Principal or Assistant Principal by entering a partial or full last name of the individual evaluatee in order to dynamically narrow the search results.
5.4.2	User also needs the ability to search on school ID within their district of assignment in order to locate an Evaluatee and dynamically narrow the search results.
5.4.3	User needs the ability to select a Principal or Assistant Principal from the list of displayed search results that will be the object of various follow-on tasks within the ODCT application. Search results should include the following fields of information: <ol style="list-style-type: none"> First Name Last Name School Name District Name Submitted (indicates the current status of the annual Observation Cycle with a 'Y' or 'N')

Find a Principal / Assistant Principal Evaluatee

- 5.4.4** After completion of Rule 5.4.3 directly above, the user should see the following pre-populated fields of information associated to the selected Evaluatee:
- 1) HQT ID (Stakeholder ID)
 - 2) Last Name
 - 3) First Name
 - 4) Middle Initial or Middle Name (if available)
 - 5) District ID
 - 6) District Name
 - 7) School ID
 - 8) School Name
- 5.4.5** The user needs a way to electronically report an error in the data to the appropriate department or individual to correct it (has a success dependency on [Section 4.6.2.2](#) of this document).
- 5.4.6** The user should receive an automated, email notification of completion on the same business day that the data correction occurs (has a success dependency on [Section 4.6.2.2](#) of this document).
- Note: All entry field requirements related to an Evaluatee after finding and selecting the individual are covered in [Section 5.5](#) of this document.*

5.5 Enter and Save Scores for a Principal / Assistant Principal

Enter and Save Scores for a Principal / Assistant Principal

User Story:	The Administrative user needs to log in to the ODCT tool to enter and save scores for a Principal or Assistant Principal that he has observed and manually scored. Scores will accumulate over the course of the fiscal year (July 1 through June 30) during the single administrative Observation Cycle.
Application	Observation Data Capture Tool – PRINCIPAL R2v1
Description:	This requirement describes the business rules, actions and success goals associated to entering and saving Observation Cycle event scores for a school principal or assistant principal.
Exceptions:	None
Rules:	The following business rules apply to this requirement:
5.5.1	User needs the ability to search for and select the administrator evaluatee that he has observed and manually determined scores for entry into ODCT (please see Section 5.4 of this document).
5.5.2	User should be able to designate the Total Years of Administrator Experience that the Administrator has in education (including years outside of his current school district assignment) using the following value ranges: 0 (default) 1-2 3-10 11+ Not known

Enter and Save Scores for a Principal / Assistant Principal

NOTE: If the Total Years of Administrator Experience already exists in the database for the selected Evaluatee, then this information should display to the user when the Evaluatee selection occurs in Rule 5.5.1 directly above. The user is able to correct or change these values at any time prior to submission of the annual Observation Cycle at the end of the fiscal year.

- 5.5.3** After selecting the administrator evaluatee, the user should see a list of Settings for which scores have been entered by Event Date and saved. The list should display the following fields of information and be visible to the user at all times after evaluatee selection:
- a) Setting Group
 - b) Setting
 - c) Event Date (same as [Rule 5.13.2 5\)](#))

NOTE: Based on the Observation Cycle completion rules established at the time of this writing for Principals and Assistant Principals, this list will show a maximum of 3 Event Dates for the same Setting Group and Setting (please see [Rule 5.6.3](#)).

- 5.5.4** User needs the ability to designate the event for which he wants to enter scores using the Setting Groups and their associated Settings listed in [Rule 5.5.6](#) in this section of the document. There are two Setting Groups and 15 total Settings.

- 5.5.4.1** User needs the ability to enter or select a calendar date to associate to the designated scoring Event. The user should not be allowed to select a date earlier than July 1 of the current fiscal year.
- 5.5.4.2** User needs the ability to cancel or clear the specified Event and calendar date in order to designate a different Event. The user should not be limited in the number of times he can cancel or clear.
- 5.5.4.3** When satisfied with the designated scoring Event and associated calendar date, the user needs the ability to select to Enter Scores and proceed to the Observation Entry area of the ODCT application;
- or**
- 5.5.4.4** When satisfied with the designated scoring Event and associated calendar date, the user needs the ability to select to Review Scores and proceed to the Observation and Documentation Report area of the ODCT application.

NOTE: This option should only be available to the user when one or more scores have previously been entered and saved to the database. Otherwise, the option is inactive or not visible to the user.

- 5.5.5** User must be able to enter a numeric scoring range of zero to four (0-4) for the following rubrics and associated elements:

Enter and Save Scores for a Principal / Assistant Principal

Rubric 1: Setting and Communicating Direction

- a) Shared Purpose
- b) Goal Setting
- c) Continuous Improvement Planning
- d) Consensus-Building Around the CIP

Rubric 2: Building Relationships

- e) Accessibility
- f) Celebrating Individual & Team Accomplishments
- g) Mutual Trust & Respect
- h) Transparent Decision Making
- i) Communication of Expectations & Progress
- J) Conflict Resolution

Rubric 3: Developing the Organization

- k) Facilitation of Effective Meetings
- l) Professional Development
- m) Leadership Team
- n) Recruitment, Retention, & Succession
- o) Change Process

Rubric 4: Leading Instruction

- p) Observation & Analyzing Instruction
- q) Pre- and Post-Conferencing
- r) Educator Goal Plans
- s) Supervision of Written, Taught, and Tested Curriculum

Rubric 5: Securing Accountability

- t) Accountability for Goals
- u) Accountability Systems
- v) Manages Day-to-Day Operations
- w) Manages School Resources

5.5.6 For each of the elements in [Rule 5.5.5](#) above (a through w), the user may enter scores for any of 15 settings according to the table in [Rule 5.5.7](#) and the Observation Cycle scoring example in [Appendix A1](#). The 15 settings are divided into two groups – Observation and Documentation – as follows:

Setting Group 1: Observations

- a) Leadership Team Meeting
- b) Business Meetings
- c) Professional Development / Learning Meetings
- d) PLC or Grade Level / Department Meetings
- e) Teacher Observation and Scoring
- f) Teacher Pre- & Post-Conference
- g) Walk-through Visit of Classroom

Enter and Save Scores for a Principal / Assistant Principal

Setting Group 2: Documentation

- h) Review of Continuous Improvement Plan & Budgets
- i) Review of Educator Goal Plans & School PD Plans
- j) Student Achievement Data
- k) Management Systems & Artifacts
- l) Teacher Evaluation Data
- m) Parent Survey
- n) Staff Survey
- o) Student Survey

5.5.7 Entry constraint indicators should be used as a visual aid to administrative users when entering scores associated to certain setting events by element. Following is a list of elements with permissible settings, which is a compilation of [Rules 5.5.5](#) and [5.5.6](#) (see [Appendix A1](#) for a modified layout of this same information):

Element ID	Element Description	Setting ID
a	Shared Purpose	a b c d h l k m n o
b	Goal Setting	a c d h j k l m n o
c	Continuous Improvement Planning	a b c d h j k l m n o
d	Consensus-Building Around the CIP	a b c d m n o
e	Accessibility	b g m n o
f	Celebrating Individual & Team Accomplishments	a b c g m n o
g	Mutual Trust & Respect	a b c d f m n o
h	Transparent Decision Making	b c d m n o
i	Communication of Expectations & Progress	b c d h k m n o
j	Conflict Resolution	a b c d n
k	Facilitation of Effective Meetings	a b c d n
l	Professional Development	a c d g h l k n
m	Leadership Team	a k n
n	Recruitment, Retention, & Succession	a b c d h l k l n
o	Change Process	a b c d f h l k m n
p	Observation & Analyzing Instruction	e l k l
q	Pre- & Post-Conferencing	f l n
r	Educator Goal Plans	a d f l j l n
s	Supervision of Written, Taught, and Tested Curriculum	a c d e f j h l j k l
t	Accountability for Goals	a c d g h l j k l
u	Accountability Systems	a c d g h l j k l m n o
v	Manages Day-to-Day Operations	a b c j k l m n o
w	Manages School Resources	a b c d h l j k l n

5.5.8 User must be able to save any scores entered at any time and **remain on the Observation Entry page**. If only one score has been entered, the user is allowed to save with the expectation that the score will be saved to the database and visible during a subsequent entry session.

5.5.9 From the Observation Entry, user must have the ability to quickly navigate to either the Administrator Selection page or the Teacher Evaluation Start page (ODCT R1v1).

5.5.10 From the Observation Entry, user must have the ability to view and print the Observation and Documentation Report (please refer to [Rule 5.13.5](#) for constraints).

Enter and Save Scores for a Principal / Assistant Principal

From the Observation Entry, user should see the following text appear as a tool tip when the cursor is hovered or passes over the associated Setting Name:

Observation Settings	Observation Setting Tool Tips
<i>Leadership Team Meetings</i>	Regularly scheduled meetings where the leadership team (building-level administrators and designated staff) meet to monitor the school's progress toward goals.
<i>Business Meetings</i>	Meetings to conduct business related to school operations/management (e.g., faculty meeting, community meeting, parent meeting, curriculum meeting, etc.).
<i>Professional Development/Learning Meetings</i>	Faculty meetings or training focused specifically on student academic progress and educator professional development.
<i>PLC or Grade Level/Department Meetings</i>	Regularly scheduled meetings focused on instructional planning, assessment, and monitoring of student academic progress.
<i>Teacher Observation and Scoring</i>	A process where an evaluator observes an evaluatee and scores the performance based on the results of the observation.
<i>Teacher Pre- and Post-Conference</i>	A step in the observation cycle of a teacher where an evaluator and an evaluatee meet either before or after an observed lesson to focus on specific elements of the Learning Observation Instrument.
<i>Walk-through Visit of Classrooms</i>	An organized visitation of individual classrooms in a school.
Documentation Settings	Documentation Tool Tips
<i>Continuous Improvement Plan and Budgets</i>	Strategies and steps that a school will utilize to raise student achievement.
<i>Educator Goal Plans and School PD Plans</i>	School- and teacher- level professional development plans to support educator development in targeted areas.
<i>Student Achievement Data</i>	Student-, grade-/team- and school-level student growth data from state-administered and locally administered assessments.
<i>Management Systems and Artifacts</i>	Documentation related to management of the school (e.g., master schedule, teacher assignments, written communications,
<i>Teacher Evaluation Data</i>	Results from educator evaluation process including observation scores, value-added scores, and REIL scores.
<i>Parent Survey</i>	Survey designed to capture parent perceptions related to elements on the Leading Observation Instrument.
<i>Staff Survey</i>	Survey designed to capture staff perceptions related to elements on the Leading Observation Instrument.
<i>Student Survey</i>	Survey designed to capture student perceptions related to elements on the Leading Observation Instrument.

5.6 Submit Scores as Final for a Principal / Assistant Principal

Submit Scores as Final for a Principal / Assistant Principal																			
User Story:	At the end of the fiscal year, each Administrative Evaluatee's Observation Cycle must be completed and submitted as final. The Evaluator will log in to the ODCT application to make sure all scores for whom he is responsible have been submitted. If any have not been submitted, he will enter any outstanding scores required and submit the completed observation.																		
Application	Observation Data Capture Tool – PRINCIPAL R2v1																		
Description:	This requirement describes the business rules, actions and success goals associated to submitting observation event scores for a Principal or Assistant Principal at the end of the school year.																		
Exceptions:	1. A Shared Observation Cycle (please see Glossary for definition) places restrictions on the evaluators designated as Secondary Evaluators for the annual Observation Cycle of the evaluatee. Please see Rules 5.13.6 and 5.13.7 for details.																		
Rules:	The following business rules apply to this requirement:																		
5.6.1	The Evaluator of a Principal or Assistant Principal must be viewing the Observation and Documentation Report when scores are submitted as final.																		
5.6.2	<p>A signature block must be provided at the bottom of the report when the Observation Cycle is systematically validated as complete (please refer to Rule 5.6.3 below). The signature block should contain the following labels and fields of information:</p> <table border="1"> <thead> <tr> <th>Label to display on report</th> <th>System Populated?</th> <th>Provide Signature Line?</th> </tr> </thead> <tbody> <tr> <td>a) Today's Date:</td> <td>No</td> <td>Yes</td> </tr> <tr> <td>b) Evaluator Name:</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>c) Signature:</td> <td>No</td> <td>Yes</td> </tr> <tr> <td>d) Evaluatee Name:</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>e) Signature:</td> <td>No</td> <td>Yes</td> </tr> </tbody> </table> <p>The following Disclaimer must also appear in the signature block:</p> <p>"An employee signature on this document indicates that he/she has received the information and has had an opportunity to discuss with the supervisor."</p>	Label to display on report	System Populated?	Provide Signature Line?	a) Today's Date:	No	Yes	b) Evaluator Name:	Yes	No	c) Signature:	No	Yes	d) Evaluatee Name:	Yes	No	e) Signature:	No	Yes
Label to display on report	System Populated?	Provide Signature Line?																	
a) Today's Date:	No	Yes																	
b) Evaluator Name:	Yes	No																	
c) Signature:	No	Yes																	
d) Evaluatee Name:	Yes	No																	
e) Signature:	No	Yes																	
5.6.3	<p>The Evaluator cannot submit the scores for an Observation Cycle until the following completion rules have been met:</p> <ol style="list-style-type: none"> 1) A <i>minimum</i> of two (2) Events must be scored for all Settings, with the exception of 3) at the bottom of these completion rules below; 2) A <i>maximum</i> of three (3) Events can be scored for all Settings; 3) A <i>minimum</i> of one (1) Event must be scored for each of the three survey Settings – Parent, Staff and Student, not to exceed a <i>maximum</i> of three (3) Events. 																		

5.7 Request an Override of Submitted Scores for a Teacher Observation Cycle

Request an Override of Submitted Scores for a Teacher Observation Cycle	
User Story:	An Evaluator has completed, submitted, exercised the one allowable, systematic override option and submitted a second time. He later realizes that he needs to modify one or more of an evaluatee's scores saved to the database for an Observation Cycle. The fiscal year closure has not yet occurred, so the Evaluator logs in to the ODCT to find the associated Teacher Evaluatee and request an additional override.
Application	Observation Data Capture Tool – PRINCIPAL R2v1
Description:	This requirement describes the business rules, actions and success goals associated to systematically completing and submitting an override request for a Teacher's Observation Cycle. A teacher is expected to have a maximum of two (2) Observation Cycles completed for the 2011-2012 fiscal year.
Exceptions:	None
Rules:	The following business rules apply to this requirement:
5.7.1	The Observation Cycle must be in a current state of 'Closed Override', which means that the Cycle is completed, submitted, and the one systematic override has already been exercised and submitted a second time by the evaluator.
5.7.2	The evaluator has the ability to request an override for only those evaluatees to whom he is paired and a valid, completed Observation Cycle exists.
5.7.3	The evaluator should be able to Request an Override of the Observation Cycle from the Teacher Observation and Documentation Report when the qualifying conditions for requesting an override have been validated by the ODCT.
5.7.4	The following fields of information should pre-populate the override request form: 1) Date of Score Submission (most recent) 2) Evaluator First and Last Name 3) Evaluatee School Name 4) Evaluatee First and Last Name
5.7.5	The following fields of information must be selected or entered by the user prior to completing the Send action (see Rule 5.7.7 below): 1) Reason for Override Request from drop list of accepted reasons: a) Error in data entry 2) Contact Phone Number (xxx-xxx-xxxx)
5.7.6	User should have the ability to Cancel the override request and exit the form without saving to the database.
5.7.7	User should have the ability to Send the override request, which will result in an automatic save to the database and systematic generation of an email to the primary Observation System Administrator (OSA) associated to the District of evaluator assignment. 5.7.7.1 A copy of the email notification should also be generated to the evaluator's email address as a confirmation of successful delivery.

Request an Override of Submitted Scores for a Teacher Observation Cycle

5.7.7.2 The email notification should contain the evaluator’s Full Name School Name to enable the OSA to log in to the ODCT and quickly locate the override request from the list of open override requests displayed to the OSA after logging in to the ODCT.

NOTE: This rule has a success dependency on [Section 4.6.2.2](#) of this document.

5.8 Request an Override of Submitted Scores for a Principal/Assistant Principal

Request an Override of Submitted Scores for a Principal/Assistant Principal

User Story:	An Evaluator has completed, submitted, exercised the one allowable, systematic override option and submitted a second time. He later realizes that he needs to modify one or more of the scores saved to the database for the annual Observation Cycle. The fiscal year closure has not yet occurred, so the Evaluator logs in to the ODCT to find the associated Principal / Assistant Principal Evaluatee and request a subsequent override.
Application	Observation Data Capture Tool – PRINCIPAL R2v1
Description:	This requirement describes the business rules, actions and success goals associated to systematically completing and submitting an override request for a Principal’s or Assistant Principal’s Observation Cycle.
Exceptions:	None
Rules:	The following business rules apply to this requirement:
5.8.1	The Observation Cycle must be in a current state of ‘Closed Override’, which means that the Cycle is completed, submitted, and the one systematic override has already been exercised and submitted a second time by the evaluator.
5.8.2	The evaluator has the ability to request an override for only those evaluatees to whom he is paired and a valid, completed Observation Cycle exists.
5.8.3	The evaluator should be able to Request an Override of the Observation Cycle from the Principal Observation and Documentation Report when the qualifying conditions for requesting an override have been validated by the ODCT.
5.8.4	The following fields of information should pre-populate the override request form: 1) Date of Score Submission (most recent) 2) Evaluator First and Last Name 3) Evaluatee School Name 4) Evaluatee First and Last Name
5.8.5	The following fields of information must be selected or entered by the user prior to completing the submit action: 1) Reason for Override Request from drop list of accepted reasons: a) Error in data entry 2) Contact Phone Number (xxx-xxx-xxxx)

Request an Override of Submitted Scores for a Principal/Assistant Principal

5.8.6 User should have the ability to **Cancel** the override request and exit the form without saving to the database.

5.8.7 User should have the ability to **Send** the override request, which will result in an automatic save to the database and systematic generation of an email to the primary Observation System Administrator (OSA) associated to the District of evaluator assignment.

5.8.7.1 A copy of the email notification should also be generated to the evaluator’s email address as a confirmation of successful delivery.

5.8.7.2 The email notification should contain the evaluator’s Full Name and School Name to enable the OSA to log in to the ODCT and quickly locate the override request from the list of open override requests displayed to the OSA after logging in to the ODCT.

NOTE: This rule has a success dependency on [Section 4.6.2.2](#) of this document.

5.9 View Open Override Requests

View Open Override Requests

User Story:	The Observation System Administrator (OSA) is viewing a list of open override requests pending his approval or denial. He needs to view the reason the request is being made for a specific record that he has selected from within the displayed list of open requests.
Application	Observation Data Capture Tool – PRINCIPAL R2v1
Description:	This requirement describes the business rules, actions and success goals associated to the Observation System Administrator’s ability to view the override request that was systematically submitted by an Evaluator.
Exceptions:	None
Rules:	The following business rules apply to this requirement:
5.9.1	Only an Observation System Administrator (OSA) or his delegate OSA has the ability to view the override requests that were submitted for his District. This applies to both primary and secondary OSA personnel (will typically be HR Director, Superintendent of Schools, and, possibly, an Assistant Superintendent).
5.9.2	An OSA or his delegate should be able to view the <i>specific</i> override request associated to a record in the list of open override requests for his District (please see Rule 5.8.1 in this document).
5.9.3	An OSA or his delegate needs the ability to view closed override requests for both the current and prior fiscal years for a rolling 10 years of data.

5.10 Print an Override Request

Print an Override Request	
User Story:	<ol style="list-style-type: none"> The Observation System Administrator (OSA) is reviewing the list of open override requests from within the ODCT and selects a record from the list. He needs to print a copy of the override request for an in-house meeting he has with the requesting evaluator. The Superintendent of Schools has logged in to the ODCT to review all closed override requests from the prior fiscal year for a particular school and wants to print out copies of some of the requests he plans for discussion with the OSA.
Application	Observation Data Capture Tool – PRINCIPAL R2v1
Description:	This requirement describes the business rules, actions and success goals associated with the OSA’s ability to print open and closed override requests for the current fiscal year, as well as those from previous fiscal years.
Exceptions:	None
Rules:	The following business rules apply to this requirement:
5.10.1	Only an Observation System Administrator (OSA) or his delegate OSA has the ability to print the Observation Cycle override requests that were submitted for his District. This applies to both primary and secondary OSA personnel (will typically be HR Director, Superintendent of Schools, and, possibly, an Assistant Superintendent).
5.10.2	An OSA or his delegate should be able to print a <i>specific</i> override request associated to a record in the list of open override requests for his District (please see Rule 5.8.1 in this document).
5.10.3	An OSA or his delegate needs the ability to print closed override requests for both the current and prior fiscal years for a rolling 10 years of data.
5.10.4	An OSA or his delegate needs the ability to print open override requests from the same location in the application as the list of open override requests without viewing the requests. User should be enabled to select multiple open override requests for printing by using common Microsoft Windows or Apple keyboard controls.
5.10.5	An OSA or his delegate needs the ability to print an open override request while viewing the request.

5.11 Approve or Deny an Override of Submitted Teacher Observation Cycle

Approve or Deny an Override of Submitted Teacher Observation Cycle	
User Story 1:	An evaluator has already exercised his first and only allowable override option and resubmitted it for a teacher. He needs the ability to modify some of the scores for this teacher evaluatee. The Observation System Administrator (OSA) needs to approve or deny the override request.
Application	Observation Data Capture Tool – PRINCIPAL R2v1

Approve or Deny an Override of Submitted Teacher Observation Cycle

Description:	This requirement describes the business rules, actions and success goals associated with the approval or denial of a subsequent override request for a submitted Observation Cycle.
Exceptions:	<ol style="list-style-type: none"> The 2011-12 fiscal year ends on June 30, 2012. For this year only, the Observation System Administrator will be allowed to approve or deny override requests for an Teacher Observation Cycle occurring during the 2011-2012 school year through August 31, 2012. At 12:01 a.m. on September 1, 2012, the database will be inaccessible for changes associated to the 2011-12 fiscal year. As of this writing, all subsequent fiscal year database ‘freezes’ will occur at midnight on June 30.
Rules:	The following business rules apply to this requirement:
5.11.1	Observation System Administrator (OSA) needs to see a list of open override requests needing his attention after logging in to the ODCT.
5.11.2	Only the Observation System Administrator (OSA) has the authority to bypass the existing limitation of one (1) allowable scoring override per cycle that exists by design in ODCT R1v1 – the Learning Observation Data Capture Tool (ODCT). This action should be referred to as “approve” or “approval.”
5.11.3	The Observation Cycle must be in a current state of ‘Closed Override’, which means that the Cycle is completed, submitted, and the one systematic override has already been exercised and submitted a second time by the evaluator.
5.11.4	OSA user needs to see the following information in the list of open override requests: <ol style="list-style-type: none"> Observation Session Date (versus Pre- or Post-Conference Session Date) Evaluator First and Last Name Evaluatee School Name Evaluatee First and Last Name Reason for Override Request
5.11.5	OSA user needs to select a single line in the list of open override requests and have the following options available after the selected override request is highlighted: <ol style="list-style-type: none"> View the Observation Cycle override request that was submitted for the highlighted record in the list Print the Observation Cycle override request that was submitted for the highlighted record in the list View the associated Observation and Documentation Report for the highlighted record in the list Print the associated Observation and Documentation Report for the highlighted record in the list (please see Rules 6.1.1.5 and 6.1.1.6 for exceptions to this rule)
5.11.6	After selecting a record from the list of open override requests, the OSA user needs the ability to View the Override Request (please see Section 5.9 of this document). From here, the OSA user should also have the ability to Print the Override Request (please see Section 5.10 of this document).
5.11.7	After selecting a record from the list of open override requests, the OSA user needs the ability to Approve or Deny the request.

Approve or Deny an Override of Submitted Teacher Observation Cycle

- 5.11.8** After selecting a record from the list of open override requests, the OSA user needs the ability to view and print the override request history associated to the Evaluator making the request. The history should include the following information:
- Fiscal Years of the override requests
 - Full Name of the Evaluator
 - Full Name of the Evaluatee
 - District Name
 - School Name
 - Reason for the Request
 - Approval or Denial?
 - Reason for the Approval or Denial

5.12 Approve or Deny an Override of Submitted Principal Observation Cycle

Approve or Deny an Override of Submitted Principal Observation Cycle

User Story:	An evaluator has already exercised his first and only systematic override option and resubmitted it. He needs the ability to modify some of the scores for one of his administrator evaluatees. The OSA needs to approve or deny the override request.
Application	Observation Data Capture Tool – PRINCIPAL R2v1
Description:	This requirement describes the business rules, actions and success goals associated to approving or denying an override request submitted by an evaluator.
Exceptions:	<ol style="list-style-type: none"> The 2011-12 fiscal year ends on June 30, 2012. For this year only, the Observation System Administrator will be allowed to approve or deny override requests for an Administrative Observation Cycle occurring during the 2011-2012 school year through August 31, 2012. At 12:01 a.m. on September 1, 2012, the database will be inaccessible for changes associated to the 2011-12 fiscal year. As of this writing, all subsequent fiscal year database ‘freezes’ will occur at midnight on June 30.
Rules:	The following business rules apply to this requirement:
5.12.1	Observation System Administrator (OSA) needs to see a list of open override requests needing his attention after logging in to the ODCT.
5.12.2	Only the Observation System Administrator (OSA) has the authority to bypass the existing limitation of one (1) allowable override per cycle. This action should be referred to as “approve” or “approval.”
5.12.3	The Observation Cycle must be in a current state of ‘Closed Override’, which means that the Cycle is completed, submitted, and the one systematic override has already been exercised and submitted a second time by the evaluator.

Approve or Deny an Override of Submitted Principal Observation Cycle

- 5.12.4** OSA user needs to see the following information in the list of open override requests:
- Evaluator First and Last Name
 - Evaluatee School Name
 - Evaluatee First and Last Name
 - Reason for Override Request
- 5.12.5** OSA user needs to select a single line in the list of open override requests and have the following options available after the selected override request is highlighted:
- View the Observation Cycle override request that was submitted for the highlighted record in the list
 - Print the Observation Cycle override request that was submitted for the highlighted record in the list
 - View the associated Observation and Documentation Report for the highlighted record in the list
 - Print the associated Observation and Documentation Report for the highlighted record in the list (please see [Rules 6.1.1.5](#) and [6.1.1.6](#) for exceptions to this rule)
- 5.12.6** After selecting a record from the list of open override requests, the OSA user needs the ability to View the Override Request (please see [Section 5.9](#) of this document). From here, the user should also have the ability to Print the Override Request (please see [Section 5.10](#) of this document).
- 5.12.7** After selecting a record from the list of open override requests, the OSA user needs the ability to Approve or Deny the request.
- 5.12.8** After selecting a record from the list of open override requests, the OSA user needs the ability to view and print the override request history associated to the Evaluator making the request. The history should include the following information:
- Fiscal Years of the override requests
 - Full Name of the Evaluator
 - Full Name of the Evaluatee
 - District Name
 - School Name
 - Reason for the Request
 - Approval or Denial?
 - Reason for the Approval or Denial

5.13 View or Print the Principal Observation and Documentation Report

View or Print the Observation and Documentation Report

User Story:	The Administrative user wants to view and/or print the Principal Observation and Documentation Report with the goal of determining the current status of the annual cycle observation settings and documentation for an evaluatee.
Application	Observation Data Capture Tool – PRINCIPAL R2v1
Description:	This requirement describes the business rules, actions and success goals associated to the systematic replication of the current Excel spreadsheet that exists as a deliverable of the manual evaluation process that ODCT is replacing.
Exceptions:	None
Rules:	The following business rules apply to this requirement:

View or Print the Observation and Documentation Report

5.13.1 The user needs to be able to select to view or print the Principal Observation and Documentation Report from the Observation Entry area of the application after entering and saving one or more element scores (see [Rule 5.5.8](#) in this document). This option will not be available in the Observation Entry area until the Save condition is met.

5.13.2 When the Administrative user wants to print the Observation and Documentation Report, he must be required to complete the following information before printing:

- a) "Is this print for a Formative or Summative Conference?" - Yes or No response required.
1. If the print is for a conference, the user must then add the type of conference – Formative or Summative.
 2. If the print is for a conference, the user must then add the scheduled date of the conference by either manual entry of the date in MM/DD/YYYY format or by way of the Calendar selection option..
 3. If the print is for a Summative Conference, then the print should only be allowed if the Rubric-associated Reinforcement and Refinement area is complete.
 4. If the print is not associated to a conference, the user should be able to print the Observation and Documentation Report.
- b) When the Print action completes, the Administrative user should have visibility to the Observation and Document Report as before the Print.

5.13.3 The Administrative user should be provided with a signature block at the bottom of the report when [Rule 5.13.2](#) results in the designation of either a Formative or Summative Conference affirmation. The signature block must contain the following labels and fields of information:

Label to display on report	System Populated?	Provide Signature Line?
a) Today's Date:	No	Yes
b) Evaluator Name:	Yes	No
c) Signature:	No	Yes
d) Evaluatee Name:	Yes	No
e) Signature:	No	Yes

The following **Disclaimer** must also appear in the signature block:

"An employee signature on this document indicates that he/she has received the information and has had an opportunity to discuss with the supervisor."

5.13.4 If the Administrative user is an Observation System Administrator (OSA) within the same District as the evaluatee, AND the OSA is a Secondary Evaluator for one or more Shared Observation Cycles, the user may view and print all available documents. The restrictions in [Rules 5.13.8](#) and [5.13.10](#) do not apply to the OSA.

5.13.5 An Administrator may participate in more than one Shared Observation Cycle at the same time. The Administrator may be the Primary Evaluator in one, a Secondary Evaluator in another, and a Primary Evaluator in yet another.

5.13.6 An Administrator designated as the Primary Evaluator in a Shared Observation Cycle may view and print all scores entered by all evaluators in the Shared Observation Cycle.

View or Print the Observation and Documentation Report

- 5.13.7** An Administrator designated as the Primary Evaluator in a Shared Observation Cycle is allowed to Submit the Shared Observation Cycle on behalf of all participating evaluators. The submission will be processed when the cycle is systematically validated as complete.
- 5.13.8** An Administrator designated as a Secondary Evaluator in a Shared Observation Cycle may be allowed to view and print the Observation and Documentation Report displaying ONLY his saved scores. The Secondary Evaluator is never allowed to view or print the scores entered by the other evaluators participating in the Shared Observation Cycle (please see [Glossary](#) for definition). Refer to [Rule 5.13.4](#) for exceptions.
- 5.13.9** An Administrator designated as a Secondary Evaluator in a Shared Observation Cycle should be allowed to Save one or more scores for an evaluatee.
- 5.13.10** An Administrator designated as a Secondary Evaluator in a Shared Observation Cycle must not be allowed to Submit an Observation Cycle. Refer to [Rule 5.13.4](#) for exceptions.

5.14 Delegate Authorization of an Override Request

Delegate Authorization of an Override Request

User Story:	<ol style="list-style-type: none"> 1. The Primary Observation System Administrator (OSA) within a school district will be out of the office on leave for a period of time (range of dates). The OSA logs in to the ODCT-Principal application before going on leave to delegate the authorization to approve or deny override requests submitted by evaluators within his school district. 2. The Primary Observation System Administrator (OSA) within a school district wants to delegate the daily responsibility for approving and denying override requests to another administrator within his district for the entire fiscal year, e.g. the head of HR or the HR Director.
Application	Observation Data Capture Tool – PRINCIPAL R2v1
Description:	This requirement describes the business rules, actions and success goals associated with delegation of the ability to approve or deny open override requests that were generated through the ODCT application. At the time of this writing, only Evaluators are expected to generate requests for bypassing the single, allowable override constraint of the ODCT application.
Exceptions:	None
Rules:	The following business rules apply to this requirement:
5.14.1	More than one administrator within a school district may be assigned to the Observation System Administrator (OSA) REIL role; however, only one administrator is designated as the primary OSA. Any additional OSA(s) must be designated as secondary.
5.14.2	Only the primary Observation System Administrator (OSA) within each school district has the right to delegate the authority to bypass an override to another administrator within the same district.
	When the primary OSA delegates the authority to bypass an override, he is relinquishing this control for the designated time period (see Rules 5.14.4 through 5.14.9).

Delegate Authorization of an Override Request

5.14.3 The OSA must provide a reason why the delegation is occurring and save to the database for audit tracking purposes, along with the user identifier. This action should be referred to as “delegate” or “delegation.” The following reasons should appear to the user for selection before a save is allowed:

- 1) Duty Assigned to Staff
- 2) PTO
- 3) Medical Leave of Absence
- 4) Vacation
- 5) Bereavement
- 6) Professional Sabbatical
- 7) Other

Note: If ‘Other’ is selected as the Delegation Reason, then the user must also enter the reason in a text entry box or similar. Otherwise, this text entry box or similar should not be available to the user.

5.14.4 The range of dates designated by the OSA must begin with a date that is equal to or less than ‘today’. For example, the OSA might be on vacation from 07/05/2012 through 07/08/2012. This range of dates would need to be entered into ODCT on 07/05/2012 or earlier. This rule allows for last minute or unplanned PTO occurrences to be accommodated on the start date that the leave occurs.

5.14.5 The range of dates option should require the manual entry of dates in MM/DD/YYYY format.

5.14.6 The range of dates option should also allow for selection of the date range from a calendar popup represented by an icon to the user.

5.14.7 The range of dates should display labels of ‘Start Date:’ and ‘End Date:’.

5.14.8 The ‘Start Date:’ should display a tool tip containing the following wording, “Please enter the date of the first business day that delegation rights should begin. The delegatee will assume responsibility at 12:01 a.m. on this date.” For example, if the OSA will be out of the office from 07/05/2012 through 07/08/2012, the OSA should enter ‘07/05/2012’ as the *Start Date*.

5.14.9 The ‘End Date:’ should display a tool tip containing the following wording, “Please enter the date that delegation rights should end. The delegatee will relinquish responsibility at 11:59 p.m. on this date.” For example, if the OSA will be out of the office from 07/05/2012 through 07/08/2012, the OSA should enter ‘07/08/2012’ as the *End Date*.

5.14.10 **When the delegation period is assigned**, both the delegator and the delegatee should be systematically notified by email.

5.14.10.1 The body of the Delegator email should read, “The authorization period you delegated to <delegatee full name> will begin on < Start Date> and end at 11:59 p.m. on <End Date>. Responsibility for logging on to the Observation Data Capture Tool (ODCT) to approve or deny override requests will be assumed by <delegatee full name> for this period of time.”

5.14.10.2 The body of the Delegatee email should read, “<Delegator full name> has designated you with the responsibility and authority to approve or deny override requests during the period of <Start Date> through <End Date>. You will be required to log on to the Observation Data Capture Tool (ODCT) to approve or deny override requests on these dates. If you are unable to perform these duties during this period of time, please contact <Delegator Full Name>.”

Delegate Authorization of an Override Request

- 5.14.11 When the delegation period begins**, both the delegator and the delegatee should be systematically notified by email.
- 5.14.11.1** The body of the Delegator email should read, "The authorization period you delegated to <delegatee full name> has begun. Responsibility for logging on to the Observation Data Capture Tool (ODCT) to approve or deny override requests is being assumed by <delegatee full name> as of the date of this notification."
 - 5.14.11.2** The body of the Delegatee email should read, "<Delegator full name> has designated you with the responsibility and authority to approve or deny override requests. You are required to log on to the Observation Data Capture Tool (ODCT) to approve or deny override requests as of the date of this notification."
- 5.14.12 When the delegation period expires**, both the delegator and the delegatee should be systematically notified by email.
- 5.14.12.1** The body of the Delegator email should read, "The authorization period you delegated to <delegatee full name> has expired. Responsibility for logging on to the Observation Data Capture Tool (ODCT) to approve or deny override requests has been returned to you as of the date of this notification."
 - 5.14.12.2** The body of the Delegatee email should read, "You are no longer required to log on to the Observation Data Capture Tool (ODCT) to approve or deny override requests. Authorization has been restored to <delegator full name> as of the date of this notification."

5.15 Shared Authorization of an Override Request

Shared Authorization of Override Authorization

User Story:	The Primary Observation System Administrator (OSA) decides to share the daily responsibility of checking the list of open override requests, as well as approving or denying the requests, with one of the Secondary OSAs in his district.
Application	Observation Data Capture Tool – PRINCIPAL R2v1
Description:	This requirement describes the business rules, actions and success goals associated to the shared, primary OSA's responsibility of logging in to the ODCT to approve or deny open override requests with one or more secondary OSAs in the same school district.
Exceptions:	None
Rules:	The following business rules apply to this requirement:
5.15.1	The Primary Observation System Administrator (OSA) should be able to share the ability to approve or deny open override requests with a secondary OSA for any range of dates within the current fiscal year, e.g. from a few days, weeks, or months to the entire year, if desired.
5.15.2	Only the primary Observation System Administrator (OSA) within each school district has the right to designate that a secondary OSA within the same district will share the authority to approve and deny override requests.

Shared Authorization of Override Authorization

When the primary OSA designates this shared authority, he is sharing only the following OSA responsibilities:

- 5.15.2.1** Simultaneous right to approve or deny open override requests.
- 5.15.2.2** Simultaneous right to receive email notifications of open override requests when the override request is submitted by the evaluator.
 - 5.15.2.2.1** *The primary OSA should be able to customize recipients of the email notifications systematically generated by the override request process. This means that the primary OSA may turn off receipt of these email notifications for himself and the secondary recipients, as well as turn them back on, with no systematically imposed restrictions.*

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6 ODCT-Principal Business Rules

This section of the document contains business rules that have an overall impact to the application under development. They do not apply to an aspect of business process that impacts a specific requirement or business goal of the application, as is the case with [Section 5](#) of this document.

6.1 Super User

The concept of a 'super user' category of user evolves from the need to assign expanded visibility and functionality to a small group of individuals with extraordinary usability needs and specialized work assignments related to accessing and utilizing the Observation Data Capture Tool (ODCT). These include the following usage scenarios:

6.1.1 Super User 1 – Observation System Administrator

The Observation System Administrator REIL role is new with this release of the ODCT. The main purpose for this role at this time is to bypass the systematic override restriction of the ODCT, which, by design, limits the opportunity to modify already completed and submitted evaluation scores. Specific business rules exist to determine when an Observation Cycle is deemed 'complete', and the ODCT application must reinforce these rules before certain actions are allowed. The following rules define the business expectations for the Observation System Administrator (OSA):

BR ID	Requirement
6.1.1.1	Principals will have a year-long evaluation with two formative conferences and one summative conference between the Primary Evaluator and the principal or the assistant principal. The Primary Evaluator will need to print out the associated reports at least three times during the school year for purposes of these conference sessions.
6.1.1.2	At the time of these requirements, the primary Observation System Administrator (OSA) for a school district is likely to be the District Superintendent of Schools.
6.1.1.3	At the time of these requirements, when the Human Resources Director or other head of Human Resources position exists within a school district, the Secondary Observation System Administrator (OSA) position is likely to be filled by this position, assigned by the District Superintendent of Schools.
6.1.1.4	It is possible that a Principal or Assistant Principal within some school district may serve as a secondary Observation System Administrator (OSA) for the ODCT application. When authorized by the Primary OSA , the Principal, as a Secondary OSA, should be able to bypass all overrides, even on behalf of his own override request. As a Secondary OSA, he can approve one or more secondary overrides to his own Observation Cycle. After authorizing the override, the Principal should have the option of returning to select a Teacher or returning to select a Principal.
6.1.1.5	<u>This rule has a predecessor dependency on BR 6.1.1.5 being true</u> When the Principal or Assistant Principal has the dual REIL role assignment of Secondary Observation System Administrator (OSA) and Principal (or Assistant Principal), he must NOT be allowed to modify his own scores when he is also an Evaluee for that Observation Cycle.

**Please see [Figure 1](#) for the OSA Conceptual Model

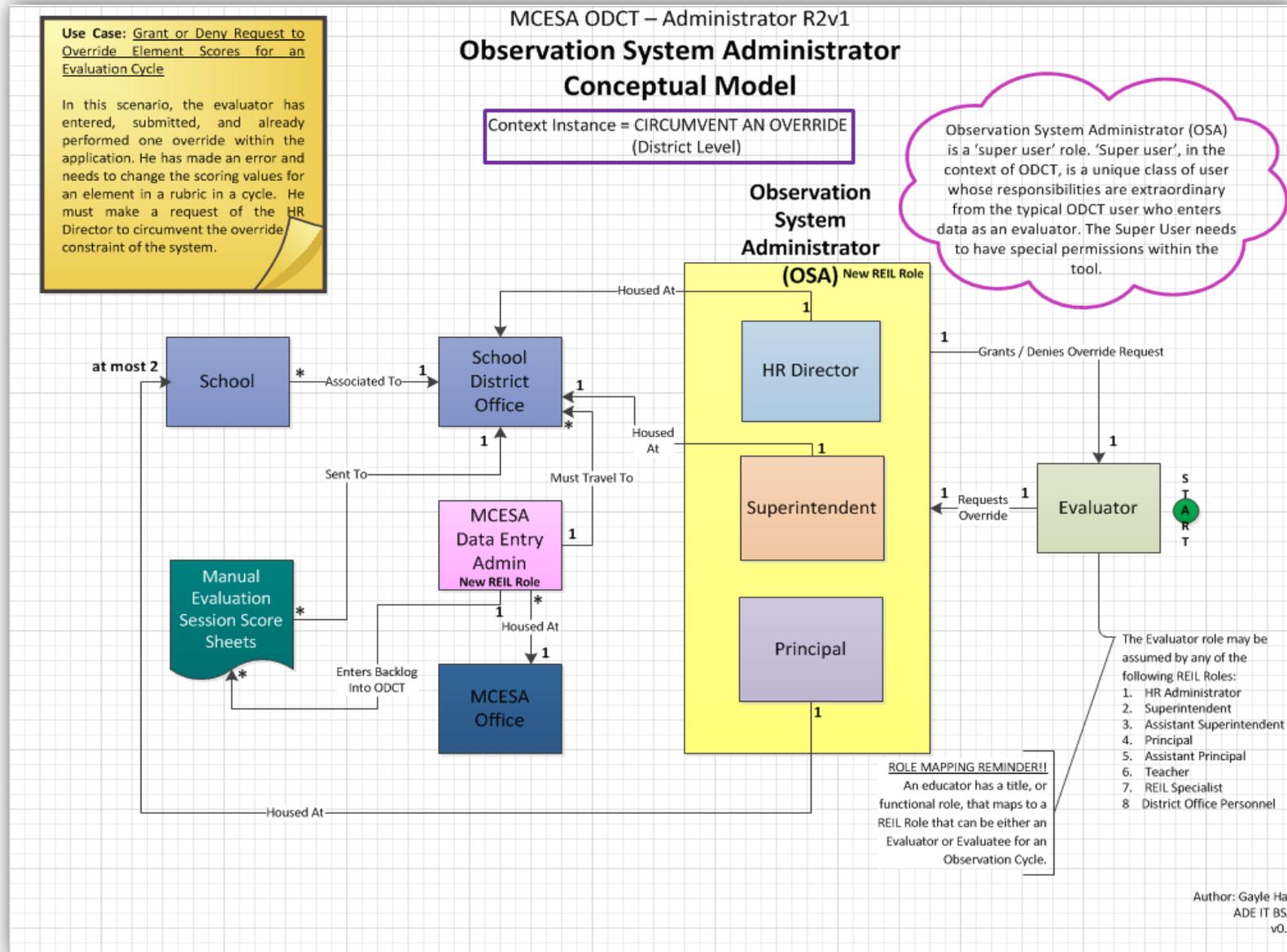


Figure 1: Observation System Administrator (OSA) Conceptual Model

6.1.2 Super User 2 – MCESA Data Entry Admin – SAVE ONLY Role

The MCESA Data Entry Admin REIL role is new with this release of the ODCT application. The purpose of this role is to assist the school districts in entering any backlogged, manual evaluation paperwork that has accumulated for the 2011-2012 school year into ODCT. The individual serving in this role **will not be allowed to Submit an Observation Cycle**.

BR ID	Requirement
6.1.2.1	User must have access to all Evaluators and Evaluatees in all Districts.
6.1.2.2	User must be allowed to pair Evaluators to Evaluatees within their associated District and School, as indicated by the manual evaluation paperwork being referenced by the MCESA Data Entry Admin.
6.1.2.3	User must be allowed to enter observation scores for Principals, Assistant Principals, and Teachers.
6.1.2.4	User must be allowed to save observation scores at any point in the entry process and remain on the Observation Entry page after doing so.
6.1.2.5	User must have the ability to navigate to either the Administrator or Teacher search and selections areas of the ODCT application from the Observation Entry page.
6.1.2.6	User must have the ability to view any and all reports. User must not be allowed to print any of the ODCT reports.
6.1.2.7	User must never be allowed to Submit scores for any Observation Cycle.
6.1.2.8	User must have the ability to systematically generate an email notification to the evaluator that performed the evaluation that alerts the evaluator to log in to the ODCT application to review the entry data and submit the scores as final, if applicable.

***Please see [Figure 2](#) for the MCESA Data Entry Admin Conceptual Model*

6.1.3 Super User 3 – District Data Entry Clerk – SAVE ONLY Role

The District Data Entry Clerk REIL Role is new with this release of the ODCT application. The purpose of this role is to assist school and district administrators in entering their manual evaluation paperwork into ODCT when requested to do so. The individual serving in this role **will not be allowed to Submit an Observation Cycle**.

BR ID	Requirement
6.1.3.1	District Data Entry Clerk needs to mimic the Observation Cycle entry permissions of the Evaluator being impersonated.
6.1.3.2	User must have visibility to all Evaluators and Evaluatees within the District of assignment or responsibility associated to the Evaluator being impersonated.
6.1.3.3	User must never be allowed to Submit scores for any Observation Cycle.
6.1.3.4	User must have the ability to systematically generate an email notification to the evaluator that performed the observation that alerts the evaluator to log in to the ODCT application and review the entry data and submit the scores as final, if applicable.
6.1.3.5	User must have the ability to view and print any and all reports associated to the Evaluatees of the Evaluator being impersonated.
6.1.3.6	User must be allowed to save observation scores at any point in the entry process and remain on the Observation Entry page after doing so.
6.1.3.7	User must have the ability to navigate to either the Administrator or Teacher search and selection areas of the ODCT application from the Observation Entry page.

***Please see [Figure 3](#) for District Data Entry Clerk Conceptual Model*

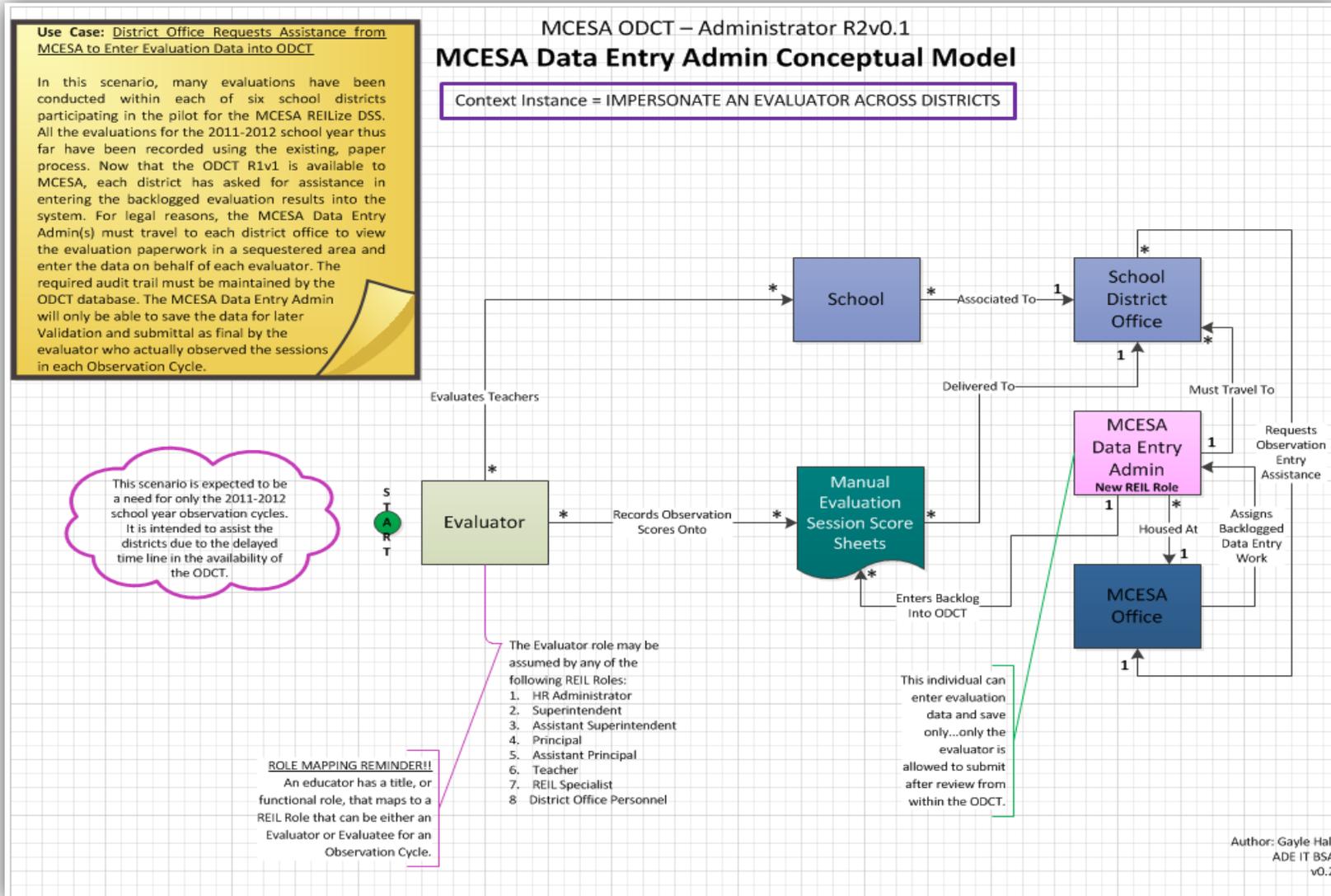


Figure 2: MCESA Data Entry Admin Conceptual Model

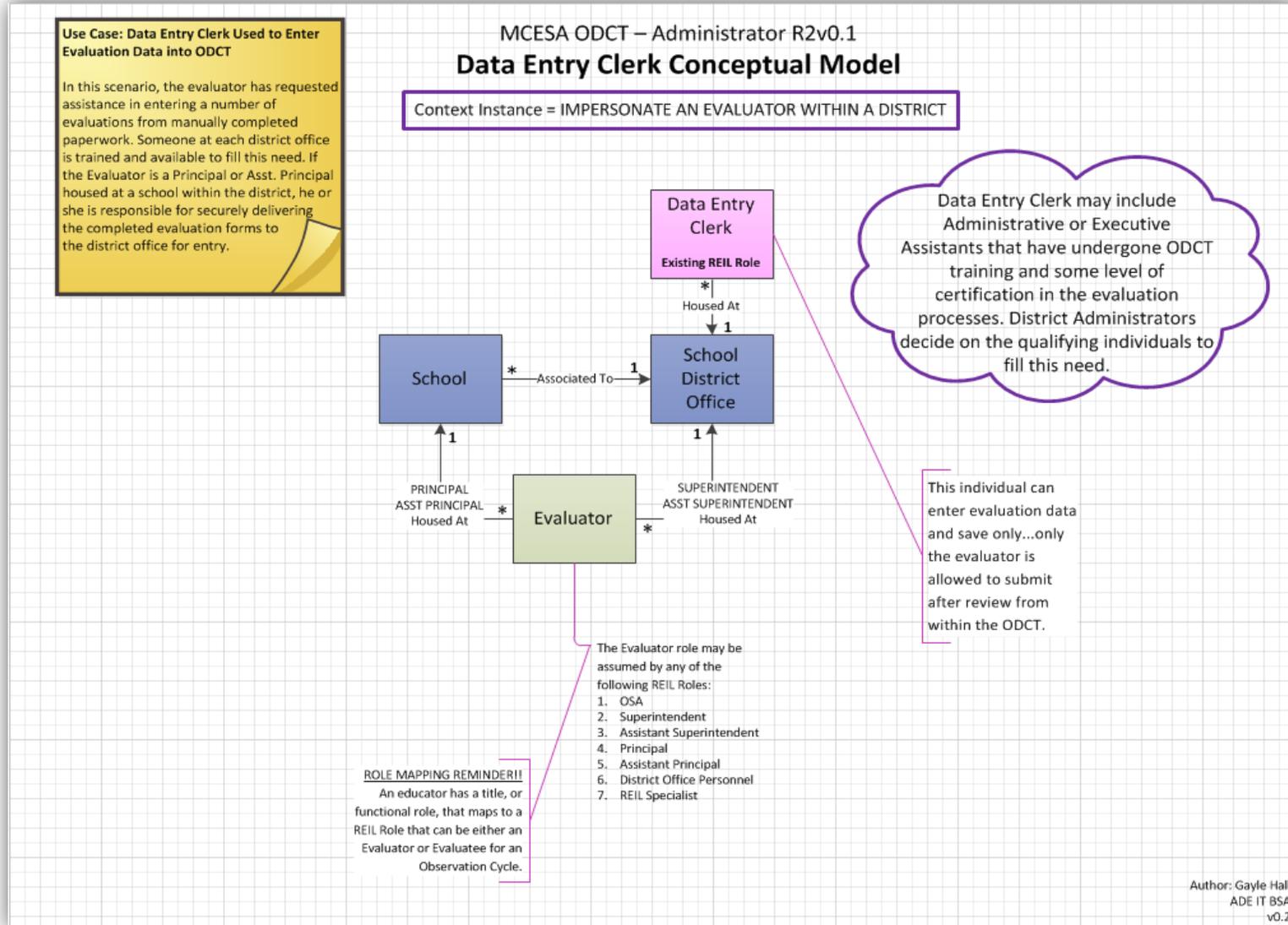


Figure 3: District Data Entry Clerk Conceptual Model

6.2 General ODCT – Principal Requirements

BR ID	Requirement
6.2.1	<p>The Administrative user, as Evaluator, must not be allowed to submit an Observation Cycle until it is determined to be complete by the business rules defined in Section 5.6.4 of this document.</p> <p><i>NOTE: Principals and Assistant Principals, as Evaluatees, undergo an Observation Cycle that spans the entire fiscal year; whereas Teachers, as Evaluatees, may typically experience multiple Observation Cycles within the school year, each comprised of three sessions.</i></p>
6.2.2	The associated database must accommodate the required data element input fields as indicated by the rules in this document.
6.2.3	All documents selected for printing must be in Portable Document Format (.pdf)
6.2.4	Administrative users should see appropriate notifications when errors occur on any page of the application related to user input oversights. Business expectations are for continuity among all releases of the ODCT suite of products.
6.2.5	Administrative users should see appropriate notifications when actions successfully complete, such as when saving, submitting, printing, and related. Business expectations are for continuity among all releases of the ODCT suite of products.
6.2.6	Administrative users should see tool tips or similar text on areas of any page where clarification is deemed to be helpful. Business expectations are for continuity among all releases of the ODCT suite of products.
6.2.7	Whenever a date is required from the user, the ODCT should provide both manual entry and Calendar Picker options. The date format displayed in the corresponding area of the page should be MM/DD/YYYY.
6.2.8	Business expectations for historical retention of evaluation data is ten (10) years. As of this writing, discussions on an archiving strategy are pending with ADE. No data should be archived or purged until a signed agreement is in place.

7 NON-FUNCTIONAL REQUIREMENTS

This section contains non-functional requirements, such as accuracy, response time, etc. (the static and dynamic numerical requirements placed on the software or on human interaction with software). All requirements should be stated in measurable terms. This information may be included under the sub-sections for specific functional blocks if desired.

This section describes the non-functional requirements part of the Business Requirements. A non-functional requirement is typically a special requirement that is not easily or naturally specified in a function's event flow. Examples of non-functional requirements include legal and regulatory requirements, application standards, and quality attributes of the system under development including usability, reliability, performance or supportability requirements.

7.1 Availability

ID	Requirement
7.1.1	The system needs to be accessible 24x7x365, except for scheduled maintenance.

7.2 Backup and Restore

ID	Requirement
7.2.1	The application server and the associated data should have backup and restore capabilities that are part of the ADE Information Technology Department's approved server backup plan.
7.2.2	In the event of a catastrophic failure, the application should be fully functional within 24 hours.
7.2.3	Business expectations for restoration capabilities are that backup and restore processes will be tested for viability once a quarter, beginning with Q3 2012.

7.3 Capacity

7.3.1 Current

ID	Requirement
7.3.1.1	The infrastructure should support the ODCT R1v1 and R2v1 storage capacities required for the ongoing storage of data for the 2011-2012 fiscal year.

7.3.2 Forecast

ID	Requirement
7.3.2.1	The infrastructure should support the MCESA REILize Decision Support System storage capacities required for the ongoing storage of a rolling ten (10) years of data.
7.3.2.2	A mutually agreeable archiving strategy has yet to be determined between ADE and MCESA; however, the business has determined that whatever archive management approach is decided upon, archived data must be quickly accessible, secure, and online to users of the RDSS.

7.4 Resource Constraints

ID	Requirement
7.4.1	At the time of this writing, ADE has not finalized their standard SLA from which to base the service needs of the MCESA REILize Decision Support System.

7.5 Response Time

ID	Requirement
7.5.1	ODCT search response should be at ± 10 seconds.
7.5.2	ODCT page refresh should be at ± 10 seconds.

7.6 Scalability

This section describes the business expectations for IT management of the anticipated growth for the Online Data Capture Toolset. The overall infrastructure must support vertical and horizontal scalability (see [Glossary](#) in this document).

7.6.1 User Scalability

ID	Requirement
7.6.1.1	The number of concurrent users is expected to grow from 250 (ODCT R1v1) to 5,500 concurrent users (County-wide) in the next five years.
7.6.1.2	The total number of users is expected to grow from 2,500 to 55,000 users (County-wide) in the next five years.

7.6.2 Application Scalability

ID	Requirement
7.6.2.1	The ODCT suite of releases is expected to be capable of full integration with the identified modules comprising the MCESA REILize Decision Support System (RDSS) product. The “look and feel” of each module should have continuity with the ODCT suite.
7.6.2.2	The overall RDSS product is expected to have a ‘wrapper’ as the front-end design that will complement the yet-to-be designed MCESA web site currently under discussion with a third party vendor.

7.6.3 Data Scalability

ID	Requirement
7.6.3.1	The MCESA database must be able to accommodate storage of a rolling ten (10) years of data without sacrificing processing and refresh times. If a yet-to-be-determined portion of this data will be archived, it must remain readily available to RDSS users via the archive management processes.

7.7 Security

7.7.1 Authorization and Access Controls

This section describes the Authorization and Access Control requirements associated to REIL Role permissions:

EVALUATOR	EVALUATEE	REIL ROLES	PERMISSIONS									ODCT R1 TEACHER	ODCT R2 PRINCIPAL	ODCT R3 COACH
			ASSIGNMENT	ENTRY	SAVE	SUBMIT	APPROVE OVERRIDES	OWN DISTRICT	ALL DISTRICTS	DATA EXTRACT				
Y	N	Observation System Administrator	Y	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y
Y	N	Assistant Superintendent	N	Y	Y	Y	N	Y	N	N	N	Y	Y	Y
Y	N	District Office Personnel	N	Y	Y	Y	N	Y	N	N	N	Y	Y	Y
Y	N	REIL Specialist	N	Y	Y	Y	N	N	Y	N	N	Y	Y	Y
Y	Y	Principal	N	Y	Y	Y	N	Y	N	N	N	Y	Y	Y
Y	Y	Assistant Principal	N	Y	Y	Y	N	Y	N	N	N	Y	Y	Y
N	N	MCESA Data Entry Admin	N	Y	Y	Y	N	N	Y	N	N	Y	Y	Y
N	N	Data Entry Clerk	N	Y	Y	Y	N	Y	N	N	N	Y	Y	Y
N	Y	Teacher	N	N	N	N	N	N	N	N	N	Y	N	Y
Y	Y	Peer Evaluator	N	N	N	N	N	?	?	?	?	Y	Y	Y
N	N	Analytic User	N	N	N	N	N	N	N	N	Y	Y	Y	Y

8 Glossary of Terms

Definitions of terms, acronyms, and abbreviations used in this document:

Terms Acronyms Abbreviations	Definitions
ADE	Arizona Department of Education
AZed	Arizona Department of Education
Descriptor	A block of descriptive text that is always visible to the user when viewing the Observation Entry screens of the ODCT application. It is associated to each scoring value (0-4 for Administrator Principal) for elements in the rubrics.
Documentation Event	Applies only to the ODCT Principal Tool and is an evaluation occurrence where the principal's evaluator observes and gathers information that is part of the element scoring criteria. There are 8 types of Documentation events out of a total of 15 events.
Entry Constraint Indicator	For purposes of this document, this is a grayed-out entry box or a grayed-out cell in a table that indicates an inactive state of availability.
Evaluatees	Persons who are being observed and evaluated; individuals that receive element scores associated to five, Principal-centric rubrics within a variety of event opportunities occurring throughout the Observation Cycle school year.
Evaluators	Persons who will use the Observation Data Capture Tool to record rubric element scores of the Evaluatees they have been assigned to observe and score.
Event	This is the specific occurrence of an observation setting/documentation in the Observation Data Capture Tool for Principals and Assistant Principals.
Formative Conference	This is the first and second formal meeting of a principal with an evaluator.
Formative Cycle Report	Teacher output report provided after every cycle completes
Horizontal Scalability	Horizontal scalability is the ability to connect multiple entities so that they work as a single logical unit. Also see Scalability in this Glossary.
LEA	Local Education Agency
Leading Observation Instrument	Composed of 5 rubrics, this document is the basis for the principal evaluation and scoring.
Learning Observation Instrument	Composed of 6 rubrics, this document is the basis for the teacher evaluation and scoring.
Maximum Scoring Value	The highest scoring value achieved.
MCESA	Maricopa County Education Service Agency
Mean Value	The mathematical average that is the calculated result of the sum of all scores divided by the count of scores, e.g. $(4+2+3+1+4) / 5 = 2.8$
Minimum Scoring Value	The lowest scoring value achieved.
Mode Value	The value that occurs most frequently in a data set.
Observation Cycle	A completed evaluation period. An Administrative/Principal Observation Cycle is not broken down into sessions, as is the Teacher Observation Cycle. The Principal Observation Cycle encompasses an entire school year.
Observation Setting Event	Applies only to the ODCT Principal Tool and is an evaluation occurrence where the principal's evaluator observes and gathers information that is part of the element scoring criteria. There are 7 event types of Observation Settings out of a total of 15 events.
Observation System Administrator	A new REIL role being added in ODCT R2v1 that falls into the new 'super user' class of functional role. Only one Observation System Administrator may be designated a Primary within each District. All others are Secondary (see OSA in this Glossary).

Terms Acronyms Abbreviations	Definitions
ODCT	Observation Data Capture Tool – part of the MCESA REILize Decision Support System suite of tools that enable entry and retention of performance measurement scores and opportunities for professional growth.
OSA	Observation System Administrator - a new REIL role being added in ODCT R2v1 that falls into the new ‘super user’ class of functional role. Only one OSA may be designated a Primary within each District – all others are Secondary (see Super User in this Glossary).
Performance level	Correlated to element scoring numbers within each of the rubrics (values of 0-4 for Administrators / Principals).
Primary Evaluator	Primary Evaluator relates to Shared Observation Cycle only (for this release). The Primary Evaluator retains overall responsibility for the completeness of the annual Observation Cycle, as well as final submission.
Principals Assistant Principals	Evaluatees that are observed and evaluated, then formally scored using the Observation Data CaptureTool (ODCT) for Principals. These same functional roles can also perform as evaluators when teachers are the focus of the Observation Cycles.
Rubrics	Evaluation domain (e.g., Formative Assessment, Content)
Scalability	Scalability is the ability of a system, network, or process to handle an increasing amount of work in a capable manner, or its ability to be enlarged to accommodate growth. A system whose performance improves proportionally to the hardware capacity added is said to be a scalable system.
Score	Numeric value applied to rubric elements and events by evaluators after observing evaluatees in their associated environments where job performance typically occurs. ODCT is the application interface to be used for the recording and retention of these scores.
Secondary Evaluator	Secondary Evaluator relates to Shared Observation Cycle only (for this release). The Secondary Evaluator is assigned to observe the same evaluatee as the primary and, possibly, other secondary evaluators for a single Observation Cycle. Combined scores will display in the Observation and Documentation Report to the Primary Evaluator only.
Shared Observation Cycle	Relates to ODCT R2v1 only: The assignment of two or more evaluators to a single evaluatee for an Observation Cycle within a fiscal year. This is likely to occur in the larger school districts, e.g. Phoenix Union, due to the higher count of Principals and Assistant Principals to be evaluated for the year, coupled with the large number of events to observe within multiple settings.
Summative Conference	The third (and final) formal meeting of a principal with an evaluator.
Summative Cycle Report	Summary report of the Observation Cycle for a school year.
Super User	A class of functional role with an associated REIL role that has special permissions and screen visibility associated to login identification processes. The super user class has multiple types to accommodate the unique business rules and functional requirements of each type. Each type of super user will have a unique name to identify it. Super user types are required in the ODCT to mitigate special circumstances in business process.
Teachers	Educators instructing students in the schools within each district. Teachers are the Evaluatees of the Learning Observation Instrument (versus the Leading Observation Instrument). Some teachers may also perform as evaluators of their peers in a subsequent release of the ODCT.
Value	Numeric score applied to an individual’s performance on a particular element within a rubric.

Terms Acronyms Abbreviations	Definitions
Version	Distinguishes between various releases of the Learning and Leading Observation Instruments. Each release of the ODCT Suite is also versioned as shown in Appendix B of this document.
Vertical Scalability	Vertical scalability is the ability to increase the capacity of existing hardware or software by adding resources, such as adding processing power to a server to make it faster. Also see Scalability in this Glossary.

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APPENDIX A. Supporting Documentation

This section of the document provides supporting documentation and other visuals that will assist the reader in their comprehension of the business requirements.

[Return to Rule 4.5.7](#)

A.1 Observation Cycle Scoring of Elements-to-Settings

Rubric	Element	Observation Settings							Documentation Settings							
		Leadership Team Meeting	Business Meetings	Professional Development / Learning Meetings	PLC or Grade Level/Department Meetings	Teacher Observation and Scoring	Teacher Pre- and Post-Conference	Walk-thru Visit of Classrooms	Review of Continuous Improvement Plan and Budgets	Review of Educator Goal Plans & School PD Plans	Student Achievement Data	Management Systems and Artifacts	Teacher Evaluation Data, including IRR and	Parent Survey	Staff Survey	Student Survey
Setting and Communicating Direction	Shared Purpose	1	1	1	1	0	0	0	1	1	0	1	0	1	1	1
	Goal Setting	1	0	1	1	0	0	0	1	0	1	1	1	1	1	1
	Continuous Improvement Planning	1	1	1	1	0	0	0	1	0	1	1	1	1	1	1
	Consensus-Building around the CIP	1	1	1	1	0	0	0	0	0	0	0	0	1	1	1
Building Relationship	Accessibility	0	1	0	0	0	0	1	0	0	0	0	0	1	1	1
	Celebrating Individual & Team Accomplishments	1	1	1	0	0	0	1	0	0	0	0	0	1	1	1
	Mutual Trust & Respect	1	1	1	1	0	1	0	0	0	0	0	0	1	1	1
	Transparent Decision-Making	0	1	1	1	0	0	0	0	0	0	0	0	1	1	1
	Communication of Expectations & Progress	0	1	1	1	0	0	0	1	0	0	1	0	1	1	1
	Conflict Resolution	1	1	1	1	0	1	0	0	0	0	1	0	1	1	1
Developing the Organization	Facilitation of Effective Meetings	1	1	1	1	0	0	0	0	0	0	0	0	0	1	0
	Professional Development	1	0	1	1	0	0	1	1	1	0	1	0	0	1	0
	Leadership Team	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
	Recruitment, Retention, & Succession	1	1	1	1	0	0	0	1	1	0	1	1	0	1	0
	Change Process	1	1	1	1	0	1	0	1	1	0	1	0	1	1	0
Leading Instruction	Observing & Analyzing Instruction	0	0	0	0	1	0	0	0	1	0	1	1	0	0	0
	Pre- and Post-Conferencing	0	0	0	0	0	1	0	0	0	0	0	1	0	1	0
	Educator Goal Plans	1	0	0	1	0	1	0	0	1	1	0	1	0	1	0
	Supervision of Written, Taught, & Tested Curriculum	1	0	1	1	1	1	1	1	1	1	1	1	0	0	0
Securing Accountability	Accountability for Goals	1	0	1	1	0	0	1	1	1	1	1	1	0	0	0
	Accountability Systems	1	0	1	1	0	0	1	1	1	1	1	1	1	1	1
	Manages Day-to-Day Operations	1	1	1	0	0	0	0	0	0	1	1	1	1	1	1
	Manages School Resources	1	1	1	1	0	0	0	1	1	1	1	1	0	1	0



Program: MCESA REILize Decision Support System
Module: ODCT - Principal
Release: R2v1
Document: Business Requirements Document
Version: 0.8

A.2 ODCT – Principal Software Versioning Scheme

ID	Release	Iteration	Version	Major Version	Minor Version	Dev Version	Description
R2v0.1	R	1	v			0.1	<p>The software development code versions associated to a completed area of functionality that is subjected to internal unit testing and review of the ODCT based on the MCESA Leading Instrument v1.1 (Principal Administrator).</p> <p>Version numbering increases incrementally to the right of the decimal point until released to production for general usage.</p>
R2v1	R	1	v	1			<p>The first major production release of the ODCT based on the MCESA Leading Instrument v1.1 (Principal Administrator).</p>
R2v1.0.1	R	1	v	1		0.1	<p>The software development code versions associated to a completed area of functionality that is subjected to internal unit testing and review of the ODCT based on the MCESA Leading Instrument v1.1 (Principal Administrator).</p> <p>Version numbering increases incrementally to the right of the decimal point until released to production for general usage.</p>
R2v1.1	R	1	v			.1	<p>A minor revision to the first major production release of the ODCT based on the MCESA Leading Instrument v1.1 (Principal Administrator) when released to production for general usage.</p>

Note: ODCT R1v1 – Teacher follows the same scheme as R2 (Release 1)