

## Model Process Overview

Welcome to the Model process! We are thrilled that you've chosen to go through the process to move from the Professional Pathway to the Model Pathway. There are many different resources and guidance materials to help you along the way, and this document serves to explain these, and to help you get organized. If you have questions at any point in the process, please reach out to the JGP at [jgp@bcps.k12.md.us](mailto:jgp@bcps.k12.md.us).

### What is this process all about?

The Model process serves to identify educators who go **beyond** their normal job description to accelerate student achievement, take risks, influence the practice of colleagues, support stakeholders, and display excellence & high standards in building their professional capacity. Through this process, candidates will create a profile of evidence within Blackboard that aligns with the Model Rubric. This profile will include a combination of artifacts and a video session/lesson. There are specific methods and guidelines by which candidates must abide when building their profile. Once the submission is created, candidates export their profile from Blackboard according to the directions provided, and submit the profile and video on a flashdrive to be reviewed by a team of Professional Peer Review Committee members that share the candidate's experience and/or certification.

### Where do I start?

You should begin by watching the Information Session Webinar, which you can access by clicking on the "**Presentation Link**" on the left-hand side of the course. This presentation provides an overview of many important aspects of this process – eligibility, basics about the Model rubric, information about artifacts and the video session/lesson, submission information, and so on.

### What do I do once I've watched the Information Session Webinar?

Once you've watch the webinar, we encourage you to spend time with the Model Rubric. If you're a Related Service Provider, such as a school psychologist, a social worker, a Speech/Language Pathologist, a PT or OT, etc., you'll use the **Model Rubric for Related Service Providers**. Everyone else in any other role will use the **Model Rubric for Teachers and Instructional Support Providers**. The rubrics can be accessed by clicking on the "Rubrics" link on the left-hand side of the course. **We encourage you to print out the rubric and keep it handy so that you can refer to it often.** The rubric is the backbone of this process, and everything you submit will need to align to that rubric. At the end of the rubric, you'll find a glossary that defines several of the ambiguous terms that appear in the rubric in order to help you correctly align your materials.

## **Assembling artifacts, building your profile, and filming your video**

As you read through the rubric, think about which parts of your practice you can include to align to each indicator. Some candidates find it helpful to jot down notes about what they might include. In order to help you with crafting your artifacts, you should print out, and thoroughly review, the following resources, all of which can be found when you click on the Candidate Resources link on the left-hand side of the course:

- **Artifact Guidance**
- **Model Profile Tutorial**
- **Video Demonstration Guidance**
- **Model Profile Scoring Guide**

Please read/view these documents carefully *prior* to assembling your artifacts.

In addition to carefully reviewing the guidance documents, candidates usually find it extremely useful to look over the exemplars that are uploaded within the course, even for subjects they don't teach. The exemplars give you a sense of the many different ways that information can be presented and packaged. The exemplars can be accessed by clicking on the "**Exemplars**" link on the left-hand side of the course.

### **Artifact Guidance**

Please pay very close attention to this document. A careful review will prevent you from making common mistakes, such as reducing the size of documents and student work to fit them in your profile, as well as creating artifacts that are too long, or are in the wrong format. Artifacts must be created for every standard except 2.2 – 2.6, which are video-only standards. As you compile your artifacts, we recommend saving them with the domain and standard name, and saving them all in a single folder so that you can find them easily. (Note: Be careful about how you save these – unusual characters in the file name can cause the file not to open once it's linked. For a list of allowed and non-allowed (illegal) characters, please click on the candidate resources link and find the document entitled **Allowed and Non-Allowed (illegal) Characters**.)

### **Model Profile Tutorial**

Please refer to the **Model Profile Tutorial** video sheet when you're ready to begin assembling your electronic profile. Once you've built your artifacts according to the guidance provided, you'll save them in your Content Collection in Blackboard. (For directions on how to do this, please watch videos 3, 4, and 5 on the **Model Profile Tutorial** video sheet. You can access the **Model Profile Tutorial** by clicking on the "Tutorials" link on the left-hand side of the Blackboard course.) You'll also need to save to your Content Collection a PDF version of the **Acknowledgment Statement**, which is found in the Candidate

Resources section. This document must be signed, dated, and linked to your profile in its designated location in Domain 1.

Once you've saved your artifacts in your Content Collection, it's time to start building your profile within the Blackboard course. To do so, watch the tutorial videos and follow the directions therein. The tutorials will walk you through every step of linking artifacts into your profile, testing the links to make sure they work, and then downloading the profile and exporting it to a flashdrive. It's imperative that these directions be followed explicitly so that reviewers can access and score your materials.

### **Video Demonstration Guidance**

In addition to creating artifacts, candidates must include in their submission a video of their own practice, the contents of which will align to standards 2.2 – 2.6. As with artifacts, there are specific guidelines to follow as you plan for the filming of your video. Please print, and carefully review, the following documents, all of which you'll find in the Candidate Resources section of the Blackboard course:

- **Video Demonstration Guidance**
- **Student Video Release Form**
- **Adult Video Release Form**

Once your lesson/session video is filmed, you'll save it to the same flashdrive on which you exported your profile, and submit it. Your final submission will, therefore, include your video and your profile on a single flashdrive. We recommend that you purchase a new flashdrive so as not to risk submitting a corrupted or damaged one. **Please make sure to purchase a flashdrive with enough space to accommodate both your video and your profile.** To submit them, you'll come North Avenue, enter through either entrance, and find the large mailbox inside either entrance. There will be submission envelopes and a pen taped to the mailbox. Complete a submission envelope, place your flashdrive inside, seal the envelope, and place it in the box. You'll receive an email from the JGP once we receive and check your submission. (Please note that we cannot return your flashdrive to you for logistical reasons, so consider purchasing the least expensive one possible.)

### **Model Profile Scoring Guide**

The **Model Profile Scoring Guide** shows the relative percentage values of each standard as a result of their different weights, and as a result of the differences in the number of standards per domain. It also explains how overall scores are calculated. This document will help you determine on which standards you should focus the most.

### **Resubmissions**

In the past, candidates who were resubmitting always defaulted to their highest domain scores. **Beginning with Cohort 15, candidates will now default to their highest standard scores.** This means

Updated September 2018

that if a candidate earned a 0 in 3.1, but earned a 2 in 3.2 and a 2 in 3.3, that candidate, rather than resubmitting all of Domain 3, would keep the 2 in 3.2 and 3.3, and only have to resubmit 3.1, if s/he wished to raise that score. The JGP will now look through all previous standard scores and use the highest ones when calculating final scores for resubmitted profiles. If you are resubmitting, you now only need to submit materials for the standards in which you wish to earn a higher score – not those for which you're satisfied with your previous standard scores.

Thank you again for joining this cohort, and please reach out to us with any questions at [jgp@bcps.k12.md.us](mailto:jgp@bcps.k12.md.us)!