Staff Evaluation Snapshot Collection
Collection Steps

Contents

Purpose of Staff Evaluation Snapshot Collection

The purpose of the Staff Evaluation snapshot is to obtain the final evaluation ratings for teachers, special service providers, and principals.

Job Codes included in Staff Evaluation Collection

PRINCIPALS

Job Code	Job Code Name	Job Description	Staff
105	Principal	Performs the highest level of executive management functions in an individual school, a group of schools or units of a school system. Responsibilities include the administration of instructional programs, extracurricular programs, community relations, operation of the school plant and the coordination of staff and student activities.	Special Education Assignment Flag = 0
106	Assistant/Deputy/ Associate Principal	Performs high-level executive management functions in an individual school, group of schools or units of a school system. Primary duties include but are not limited to: (1) supervising student behavior; (2) handling specific assigned duties related to school management; (3) continuing curriculum and staff development; (4) working cooperatively with professional staff; and (5) providing leadership in the instructional program.	Special Education Assignment Flag = 0

TEACHERS, CLASSROOM INSTRUCTION

Job Code	Job Code Name	Job Description	Staff
201	Teacher, Regular	Provides learning experiences and care to students during a particular time period or in a given discipline.	Special Education Assignment Flag = 0
202	Teacher, Special Education	Provides learning experiences and care to special education students during a particular time period or in a given discipline.	Special Education Assignment Flag = 1
206	Teacher, Title I	Provides enriched learning experiences and care to at risk students during a particular time period or in a given discipline.	Special Education Assignment Flag = 0

TEACHERS, INSTRUCTIONAL SUPPORT

Job Code	Job Code Name	Job Description	Staff
216	Librarian/Media Consultant	Develop plans for and manage the use of teaching and learning resources, including the maintenance of equipment, content material, and services.	Special Education Assignment Flag = 0 or 1
222	Reading Interventionist	Teachers who conduct assessments and provide consultative or direct services (interventions and instruction) in the area of reading to meet the individual needs of students through the use of evidence-based practices to improve reading achievement.	Special Education Assignment Flag = 0 or 1
223	Math Interventionist	Teachers who conduct assessments and provide consultative or direct services (interventions and instruction) in the area of mathematics to meet the individual needs of students through the use of evidence-based practices to improve mathematics achievement.	Special Education Assignment Flag = 0 or 1

SPECIAL SERVICE PROVIDERS,INSTRUCTIONAL SUPPORT

Job Code	Job Code Name	Job Description	Staff
211	Counselor	Guides individuals, families, groups, and communities by assisting them in problem-solving, decision-making, discovering meaning, and articulating goals related to personal, educational, and career development.	Special Education Assignment Flag = 0 or 1

SPECIAL SERVICE PROVIDERS, OTHER SUPPORT SPECIAL SERVICE PROVIDERS

Job Code	Job Code Name	Job Description	Staff
231	Audiologist	Provide services including: 1) identification of individuals with hearing loss; 2) determination of the range, nature, and degree of hearing loss, including referral for medical or other professional attention; 3) provision of habilitating activities such as language habilitation, auditory training, speech reading (lip reading), hearing evaluation, and speech conservation; 4) creation and administration of programs for prevention of hearing loss; 5) counseling and guidance of students, parent/guardians, and teachers regarding hearing loss; and 6) determination of an individual's need for group and individual amplification, selecting and fitting an appropriate aid, and evaluating the effectiveness of amplification.	Special Education Assignment Flag = 0 or 1
233	School Nurse, Registered Nurse	Directs school health services and provides nursing services for students who are licensed and properly endorsed in accordance with State Law.	Special Education Assignment Flag = 0 or 1
234	Occupational Therapist	Provides services that address the functional needs of an individual relating to self-help skills, adaptive behavior and play, and sensory, motor, and postural development. These services are designed to improve the individual's functional ability to perform tasks in the home, school, and community settings and include: 1) identification assessment and intervention; 2) adaptation of the environment, and selection, design, and fabrication of assistive and orthodontic devices to facilitate the development of functional skills, and 3) prevention or minimization of the impact of initial or future impairment, delay in development, or loss of functional ability.	Special Education Assignment Flag = 0 or 1
235	Physical Therapist	Performs activities including physical methods of treatment and rehabilitation without the use of drugs or surgery.	Special Education Assignment Flag = 0 or 1
236	Psychologist	Evaluates and analyzes students' behavior by measuring and interpreting their intellectual, emotional, and social development, and diagnosing their educational and personal problems.	Special Education Assignment Flag = 0 or 1
237	Social Worker	Provides social services for clients who may be individuals, families, groups, community organizations, or society in general. Social workers help individuals increase their capacities for problem solving and coping, and help obtain needed resources, facilitate interactions between individuals and their environments, make organizations responsible to individuals, and influence social policies.	Special Education Assignment Flag = 0 or 1
238	Speech-Language Pathologist	Diagnoses specific speech or language impairments and provides speech language services for the habilitation or prevention of communicative impairments and provides counseling and guidance	Special Education

		to parents, children/students, and teachers, regarding speech and language development.	Assignment Flag = 0 or 1
242	School Orientation and Mobility Specialist	A professional who specializes in teaching travel skills to visually impaired persons, including the use of canes, dog guides, or sophisticated electronic travel aids, as well as the sighted guide technique.	Special Education Assignment Flag = 1

Evaluation ratings included in Staff Evaluation Collection

Teachers

Teacher Overall Performance Evaluation Rating
Teacher Quality Standard 1: Know Content
Teacher Quality Standard 2: Establish Environment
Teacher Quality Standard 3: Facilitate Learning
Teacher Quality Standard 4: Professionalism
Teacher Measures of Student Learning

Special Service Providers

Special Services Provider (SSP) Overall Performance Evaluation Rating
Special Services Provider (SSP) Quality Standard 1: Professional Expertise
Special Services Provider (SSP) Quality Standard 2: Learning Environment
Special Services Provider (SSP) Quality Standard 3: High Quality Delivery
Special Services Provider (SSP) Quality Standard 4: Professionalism
 Special Services Provider (SSP) Measures of Student Outcomes

Principal

Principal Overall Performance Evaluation Rating
Principal Quality Standard 1: Strategy
Principal Quality Standard 2: Culture
Principal Quality Standard 3: Instruction
Principal Quality Standard 4: Professionalism
Principal Measures of Student Learning

Interchange files required to Complete Staff Evaluation

Staff Profile and Staff Evaluation Interchange files are required to complete the Staff Evaluation Snapshot collection. All staff in your staff profile file must have one record. The Staff Profile interchange file must be uploaded and processed first. Once your Staff Profile interchange file is uploaded and error free you will upload your Staff Evaluation interchange file. The Staff Evaluation Interchange file must contain one record for each teacher, special service provider, and principal. If a staff member has multiple assignments only report the job code and the evaluations from the category of which the staff member was evaluated by your LEA.

Staff Profile Interchange File

Staff Interchange Website

Staff Profile File Layout

The staff profile interchange file is required for the **Staff Evaluation Snapshot.** All teachers, special service providers and principals that provided services to LEA students during the school year must be included in your staff profile in Data Pipeline to ensure they are pulled into your Staff Evaluation Snapshot. Purchased service staff are excluded from this collection (staff with an employment status of 23). Uploading updated Staff Profile interchange file throughout the school year will help LEAs capture all staff that are included in the staff evaluation collection.

To upload Staff Profile Interchange file:

1. Log into Data Pipeline
2. File upload
3. Choose file type: staff profile, school year, LEA, add staff profile file, replace, submit

If you are updating your staff profile file with only **new records** you can use the **append upload type. Append will only add new records, it will not update any changes you have in your file.**

Once the file has been uploaded and processed into Data Pipeline, you will receive an email from Data Pipeline. Check for record and error count in the email.
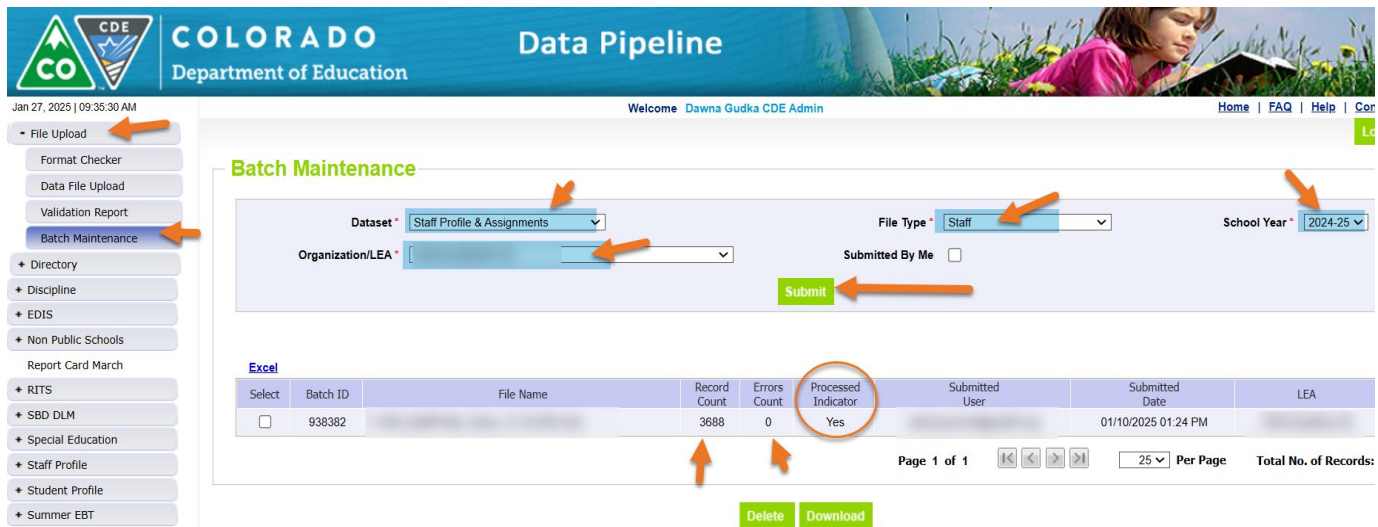
Staff Profile: Upload File Successfully Submitted

CDE QA <Data_Pipeline@cde.state.co.us>
To **Data_Pipeline@cde.state.co.us**

Retention Policy   One-Year (1 year, 1 month)   Expires   6/
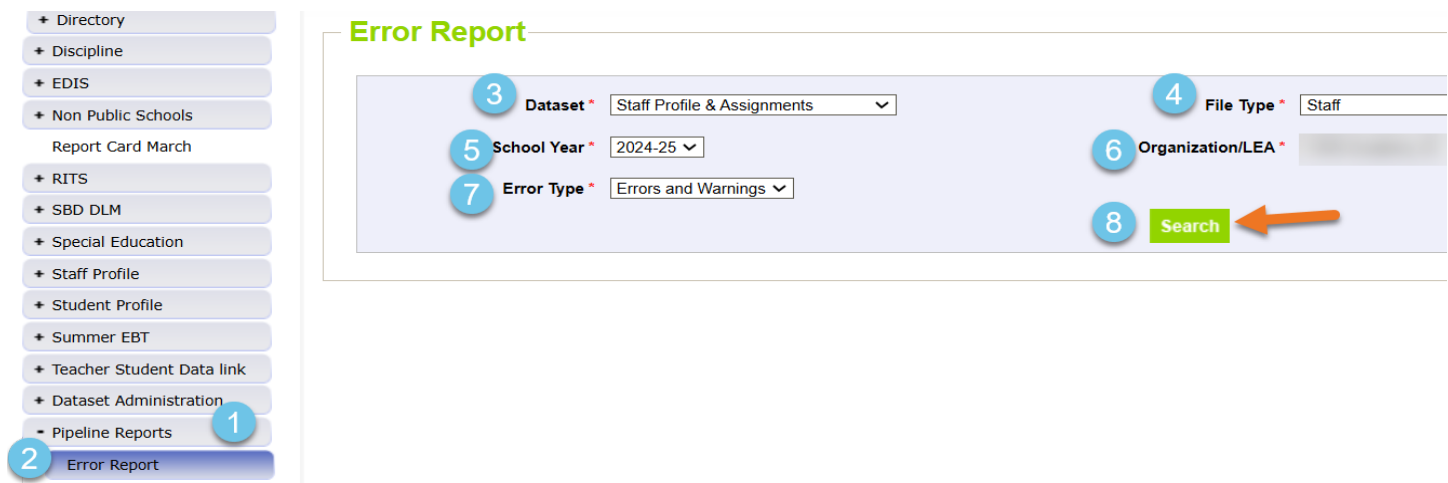
Staff Profile & Assignments and Snapshots Data Upload Processed by Data Pipeline for School year 2024-25:
District:
File Type: Staff Demographic Information
Submission ID: 776817
Date: 05/14/2025 07:03 AM
Collection Type: Staff Demographic Information
Name:
User ID
Email:
Phone: ()--
Record Count: 356
Error Count: 0

You can also check batch maintenance in Data Pipeline to see if your file has been processed. To utilize the batch maintenance:

Once your file has been processed, check for errors and warnings. To check for errors and warnings,

Clicking on view details will give you the error in detail,

Select All | Deselect All Excel

Select	Error Code	Error Type	Error Message	Count
☑	ST314	W	If highest level of education is reported with codes 16, 17, 18, 19 or 20 then the subject area of degree 1 should be reported with a valid code and not 0000 or 2100 (no degree).	1
			View Details	

All errors and warnings must be resolved, or staff with errors in your staff profile interchange file will not pull into your staff evaluation snapshot. Resolve the errors and repeat the upload process until your interchange file is error free. Warnings are set up to verify your data, once you have verified that your data is correct you can ignore the warnings. Warnings are also set to catch possible future snapshot errors. If your data is incorrect, please correct your errors and repeat the process of uploading your corrected staff profile file.

Error Types:

W=warning after verifying your data when your data is correct you can ignore the warning

E=all errors must be resolved

Downloading the excel file of errors click on excel.

Purpose of Staff Evaluation Interchange file

The purpose of the Staff Interchange – Evaluation Data file is to capture and verify the final evaluation ratings of licensed staff employed at the district for the currently selected school year.

Extract Staff Evaluation Interchange file

Staff Interchange Website

Staff Evaluation File Layout
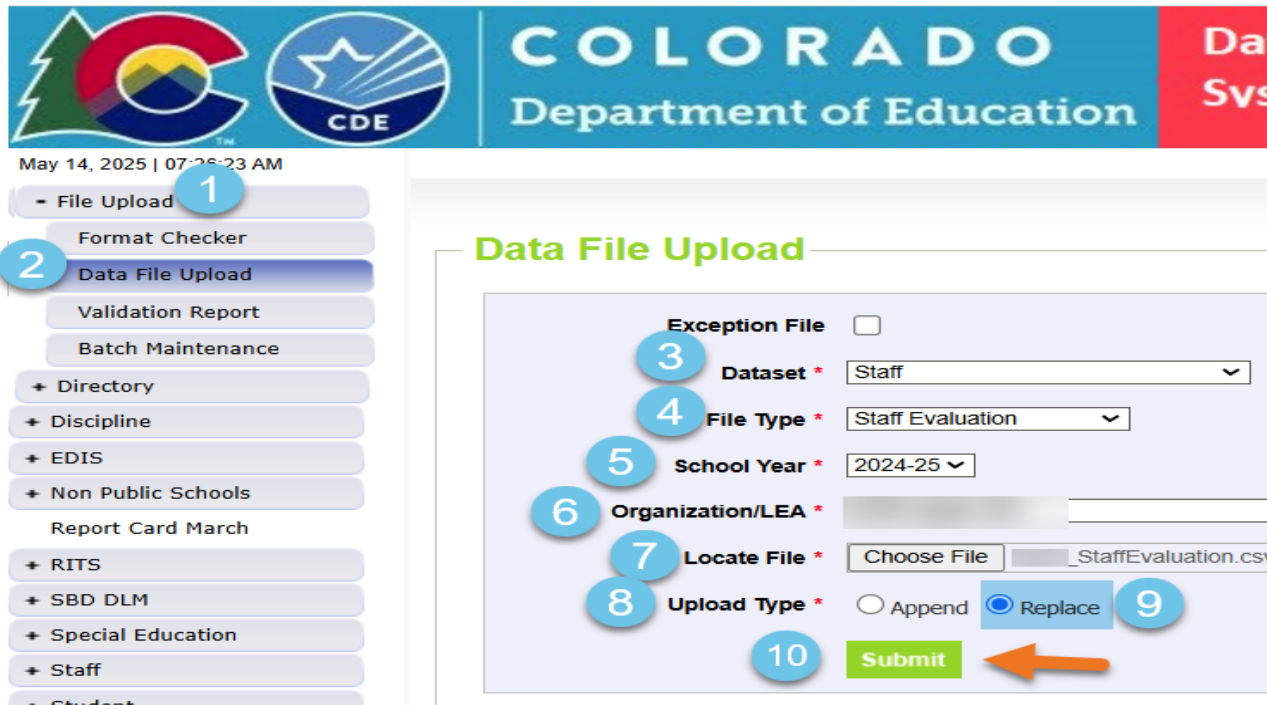
If your LEA uses COPMS (RANDA): Extract staff evaluation interchange file from COPMS.

If your LEA uses the file template, please follow the file layout to complete the template.

If your LEA uses another staff evaluation system, extract your staff evaluation interchange file.

Upload your staff evaluation interchange file into Data Pipeline:

1. Log into Data Pipeline
2. Choose File Upload, data file upload
3. Choose dataset: Staff, file type: Staff Evaluation, school year, LEA, find file, Replace, submit
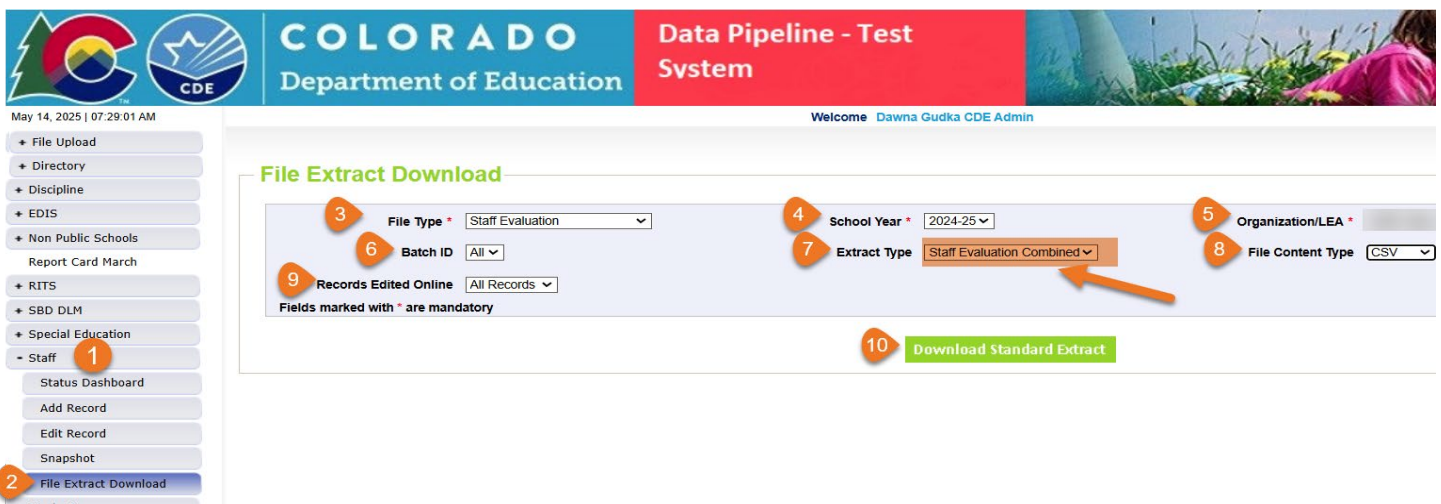
IMPORTANT STEP IF YOUR LEA USES COPMS (RANDA) To utilize the Data Pipeline combined extract, do not look at your staff evaluation interchange errors, instead download the Staff Evaluation combined extract from Data Pipeline. This extract has been developed by CDE to help ensure that missing data elements from your staff evaluation interchange file pulled from COPMS (RANDA) are looked up using your Human Resources snapshot and or Special Education December count snapshot data and pulled into the extract for you. The combined extract will only pull missing information from staff reported in Human Resources Snapshot and or Special Education December Count Snapshots.

To download the Staff Evaluation combined extract,

Update any new staff members missing data elements in your staff evaluation interchange file. Your Staff Evaluation interchange file must contain all teachers, special service providers, and

principals that provided services to your LEA students during the school year (excluding purchased service staff with an employment status of 23).

Next step is to upload the combined extract into Data Pipeline.

Once the file has been uploaded into Data Pipeline, you will receive an email from Data Pipeline. Check for record and error counts in the email.

Or utilize batch maintenance in Data Pipeline, to verify that the file has been processed,

Checking for errors and warnings (click on view details to see the errors in detail)

Error Types:

W=warning after verifying your data when your data is correct you can ignore the warning

E=all errors must be resolved

Downloading the excel file of errors click on excel.

All errors and warnings must be resolved, or staff with errors in your staff evaluation interchange file will not pull into your staff evaluation snapshot. Resolve the errors and repeat the upload process until your interchange file is error free. Warnings are set up to verify your data, once you have verified that your data is correct you can ignore the warnings. Warnings are also set to catch possible future snapshot errors. If your data is incorrect, please resolve your errors and repeat the process of uploading your corrected staff evaluation interchange file.

Creating a Staff Evaluation Snapshot

Creating a Staff Evaluation Snapshot is a simple task of clicking on create snapshot. To create a Staff Evaluation Snapshot,

When you click on create snapshot, Data Pipeline merges your staff profile and staff evaluation files together to create a Staff Evaluation Snapshot. Once a snapshot has been created, you will receive an email from Data Pipeline. Check for record count and error count in the email. Or you can also check the status of the snapshot by going to Status Dashboard. To check your status using Status Dashboard,

Check for errors and warnings,

Clicking on view details, will show you the errors in detail. Next steps resolve and correct your staff information system and extract your staff profile and or staff evaluation interhcange file depending on which files your errors were on. Repeat the above process of uploading your interchange files. Every time you upload a new interchange file you must create a new snapshot. The snapshot is looking at your data at the time the snapshot is taken. Once you are free on your Staff Evaluation Snapshot move to the next step of validating your data.

Validating Staff Evaluation Snapshot Data

Verifying that your snapshot records are complete and accurate.

There are several ways to validate your snapshot records. The interchange files alone do not get reported to CDE. Only the records that pull into the snapshot get reported to CDE. Staff Evaluation snapshot records pull in all teachers, special service providers, and principals only. Refer to the job codes included in the staff evaluation collection.

Using Snapshot records to validate your data

Extract your Staff Evaluation Snapshot records from Data Pipeline. To extract records,

Using Cognos Reports to validate your data

There are several Cognos reports available to help you review your staff evaluation data.

1. Click on Cognos Reports from Data Pipeline
2. Use the magnifying glass to search for Staff Evaluation Cognos Reports,

All available reports populate. You can view and download all reports that are helpful to verify that all your teachers, special service providers, and principals have pulled into your snapshot and their correct evaluation ratings are reported. If you find you need to make some corrections, please repeat the process of correcting your files and uploading them again. Reminder to create a new snapshot if you have made any changes to the interchange files.

Once you have verified (validated) your snapshot records are correct you can move to the final steps to complete the Staff Evaluation Snapshot collection.

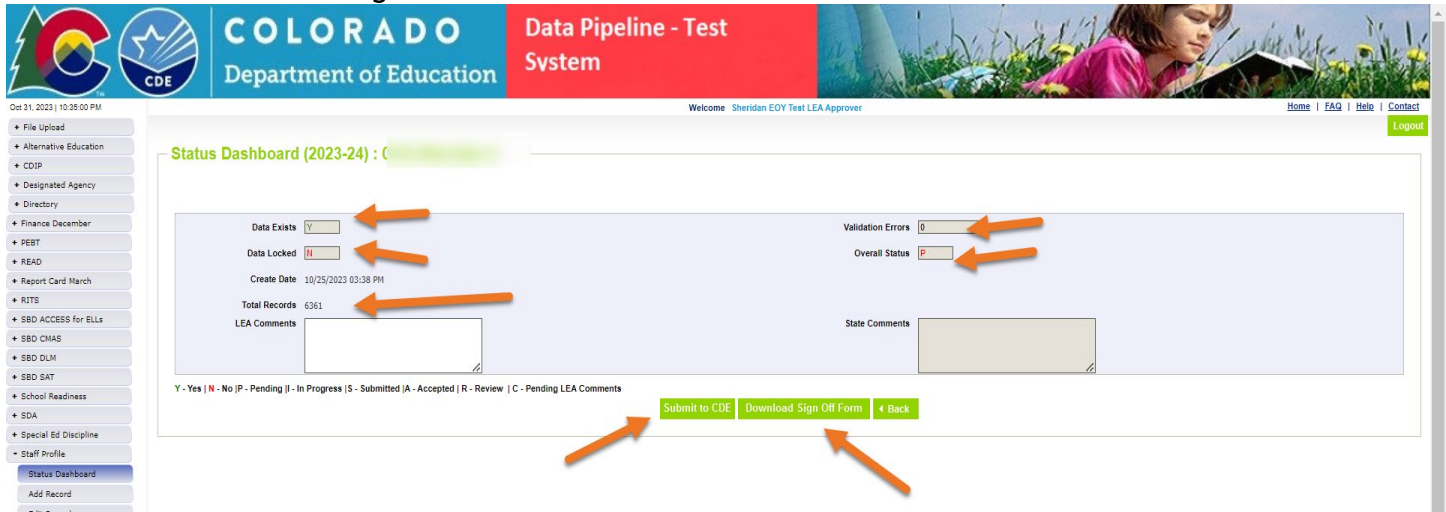## Submitting Staff Evaluation Snapshot Data

Final Step to get your Staff Evaluation Snapshot data submitted.

To submit your Staff Evaluation Snapshot data,

1. From Data Pipeline, choose Staff Profile
2. Choose file type: Staff Evaluation Snapshot, year, LEA

3. Click on submit (this submit does not submit your data)
4. Choose to submit to CDE to submit your data
5. Click on Download sign off form

Once you have submitted your data, download the sign off form. Get this sign off form signed by your superintendent. Then email the signed form to StaffEvaluation@cde.state.co.us

To verify that your Staff Evaluation snapshot data has been submitted, check the status dashboard,

Your data has been submitted, and you are finished with the collection.

If you have any questions, regarding this process, please do not hesitate to reach out for assistance, StaffEvaluation@cde.state.co.us