

November 1, 2021

MEMORANDUM

To: System Test Coordinators
System Curriculum Coordinators
System Special Education Directors

From: Jan Blose, Ed.D., Director of Assessment Development

Subject: Nomination of Educators for Assessment Development Advisory Council

The Georgia Department of Education (GaDOE) is seeking highly-qualified educators to participate in an **Assessment Development Advisory Council**. The purpose of this council is to inform professional learning opportunities and improve communication with building- and classroom-level educators (e.g., teachers, instructional coaches, assistant principals) regarding the test development process, the structure and content of state assessments, and the intended uses and interpretation of test results.

Selected participants will meet virtually with the GaDOE Assessment Development team 3-4 times per year (dates/times to be determined). Meetings will be scheduled in the late afternoon in an effort to avoid the need for substitute teachers. It is anticipated that participants will work with GaDOE staff to:

- inform communication efforts and development of professional learning opportunities;
- review and provide feedback on proposed communications, professional learning, and supplemental resources; and/or
- inform potential assessment changes (e.g., new item types).

System Test Coordinators, System Curriculum Coordinators, and/or System Special Education Directors should collaborate and submit **up to five (5) nominations** for the district. To ensure that an adequate representation of educators from across Georgia is selected, we ask that you submit nominations across a range of grade levels and content areas and include nominees with expertise teaching special populations (e.g., gifted students, students with disabilities, English learners, students with vision or hearing impairments).

Please consider educators from your system who:

- demonstrate depth of knowledge in their content area;
- demonstrate instructional expertise, including use of formative instructional practices;
- provide leadership among their colleagues;
- represent the gender, ethnic, regional, and cultural diversity of your system;
- teach diverse and/or exceptional student populations; and/or
- bring a fresh perspective to the assessment development process.

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Richard Woods, Georgia's School Superintendent

An Equal Opportunity Employer



Nomination of Educators for Assessment Development Advisory Council

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Nomination Process

1. Establish a nominee pool; the nominee's direct supervisor(s) should approve participation.
2. Collect information needed to complete a nomination survey. An optional template is provided on page 3 of this memo.
3. Provide each nominee a copy of the Frequently Asked Questions (FAQs) included on page 4 of this memo.
4. Fill out one online nomination form for each nominee **no later than November 30, 2021**, using the following link:

<https://forms.office.com/r/WG03hx7ZX0>

Please Note: Only System Test Coordinators, System Curriculum Coordinators, and/or System Special Education Directors may submit nominees using the survey link provided. We respectfully request that you work collaboratively to submit up to 5 nominations per district.

A few days after the nomination window has closed, all nominees will receive an email request to submit an application for participation. At this time, nominees will provide more information regarding teaching experience and availability to participate in the council meetings. From the applications received, a representative group of 25-30 educators from across the state will be selected to serve on the council.

Should you have any questions please feel free to contact me at jblose@doe.k12.ga.us or 404-275-5147.

Thank you for your support of our assessment development activities.

cc: System Superintendents
Richard Woods, State School Superintendent
Matt Jones, Chief of Staff
Allison Timberlake, Ph.D., Deputy Superintendent for Assessment and Accountability
Sandy Greene, Ed.D., Director of Assessment Administration

Assessment Development Advisory Council Nominee Information

- This form is for local school district use only. It is intended to help the district gather all the relevant information about the nominee that the Department needs. **Do not forward this form to the GaDOE.**
- All information must be provided through the survey link that appears in the memo.
- System Test Coordinator, System Curriculum Coordinator, System Special Education Director, or designee will use the information on this form to complete the *Assessment Development Advisory Council Nomination Survey*.

Nominee's First Name:	
Nominee's Last Name:	
Nominee's School Email Address:	

Nominee's grade level expertise (select all that apply):	
<input type="checkbox"/> Grades K-2	<input type="checkbox"/> Grades 6-8
<input type="checkbox"/> Grades 3-5	<input type="checkbox"/> High School

Nominee's content area expertise (select all that apply):	
<input type="checkbox"/> English Language Arts	<input type="checkbox"/> Science
<input type="checkbox"/> Mathematics	<input type="checkbox"/> Social Studies

Special populations nominee is certified to teach (select all that apply):	
<input type="checkbox"/> Adapted Curriculum	<input type="checkbox"/> Special Education
<input type="checkbox"/> Deaf Education	<input type="checkbox"/> Visual Impairment
<input type="checkbox"/> English learners	<input type="checkbox"/> Other (please specify):
<input type="checkbox"/> Gifted	

Nominee's ethnicity (select only one):	
American Indian or Alaskan Native	Hispanic
Asian/Pacific Islander	Multi-Racial
Black or African American	White
Prefer not to say	

Nominee's gender (select only one):	
Female	Non-binary
Male	Prefer not to say



Assessment Development Advisory Council Frequently Asked Questions (FAQs)

How was I nominated?

A call for nominations was emailed to System Test Coordinators, System Curriculum Coordinators, and System Special Education Directors for all public K-12 school districts and state charter schools. Districts were encouraged to nominate educators to represent the district on the advisory council.

Now that I have been nominated, what are the next steps?

In early December, an email will be sent to all nominated educators requesting they complete a survey to indicate their interest and availability to participate in the council.

When will I know if I have been selected to participate?

Initial invitations will be sent in early January. Please note that all nominees are considered alternates until all council positions have been filled and may receive an invitation at a later time. If for any reason an invited educator declines the invitation or cancels, another educator will be invited to fill that spot.

When will advisory council meetings be held?

Upcoming meeting dates and times will be provided to invited educators. All meetings will be conducted in the late afternoon and last approximately two hours. Meeting start times will be determined based on availability of invited participants.

How are participants selected to participate in committee meetings?

A representative group of educators from across the state will be identified. Some factors that are considered to ensure a balanced representation include region, gender, race/ethnicity, years of experience, and experience with special populations.

If I am selected to participate, will my travel expenses be reimbursed?

All meetings will be conducted via a virtual meeting platform, so no travel expenses will be incurred by participants.

What are the requirements for participating in a virtual advisory council meeting?

- During all portions of the meeting, you must be in a private room where no one else can view your screen.
- You must have access to a computer with a reliable internet connection.
 - Access to a second monitor is recommended.
- A microphone, speakers (or headset), and a webcam are required.
 - Your computer camera must remain on at all times.
- You must sign a non-disclosure agreement and agree to several rules regarding the confidentiality of the meeting materials.

