August 9, 2023

M E M O R A N D U M

TO: City and County Superintendents of Education

FROM: Eric G. Mackey
State Superintendent of Education

RE: Teaching Effectiveness (TE) and Alabama Teacher Growth Program (ATGP) Implementation Procedures 2023-2024

The new school year is underway, and the Alabama State Department of Education (ALSDE) is prepared to launch the Alabama Teacher Growth Program (ATGP). All school districts must use the Alabama Teacher Observation Tool (ATOT), a component of the ATGP, to report data to the ALSDE at least once per school year. To ensure school district educators can access the ATGP, each school district's superintendent or designee must log in to the Teaching Effectiveness (TE) application through the ALSDE Identity Management (AIM) Portal (https://aim.alsde.edu/) and select the 2023-2024 TE district option. The available district options are listed below:

- Option 1: Teachers self-assess on all ten (10) Alabama Core Teaching Standards. All classroom teachers are observed using the ATOT. Leaders use the indicators from LEADAlabama.

- Option 2: Teachers self-assess on specific Alabama Core Teaching Standards determined by the district. All classroom teachers are observed using the ATOT. Leaders assess on a subset of the LEADAlabama indicators.

- Option 3: All classroom teachers are observed using the ATOT. Teachers and leaders use the local education agency (LEA)-developed and/or adopted observation program. The LEA is responsible for the storage and maintenance of all teacher data. Leaders assess on all the indicators from LEADAlabama.

The ATGP manual ([click here](#)) provides details for the Self-Assessment, ATOT, Professional Learning Plan (PLP), Professional Practice Diagnostic (optional), and how to access the components. The new timeline for implementation is as follows:

STEPS	BEGIN	COMPLETE	RESPONSIBLE
Login to AIM	August 7, 2023	September 15, 2023	All Observers and Classroom Teachers/Instructors
Self-Assessment and Professional Learning Plan (PLP)	September 15, 2023	October 20, 2023	All Classroom Teachers/Instructors
Teacher Observations	October 20, 2023	May 16, 2024	All Observers
Professional Practice Diagnostic (optional)	October 20, 2023	May 16, 2024	All Observers
ATGP Data Entry Ends		June 14, 2024	Primary Observers
Final Data Delivered to ALSDE		August 1, 2024	

The ability to use the ATOT involves multiple steps of approval. The contact information for questions and/or issues within each of the steps are listed below. *Note: All information must be correct in the Education Directory (EdDir) and in the ATOT.*

1. Districts must determine that all information and rules entered in the EdDir are accurate. Districts have a local EdDir Application Editor who can assist with assigning access rules. The observers at the school level must be assigned the rule listed as the *Teaching Effectiveness (TE) App School Certifier*. The rule assignment allows the administrator(s) to certify all school data. The Central Office-level administrator (Reviewers/Observers) must be assigned the rule listed as *Teaching Effectiveness (TE) App System Certifier*. The rule assigned allows the central office staff to certify all system data.

2. The user must log into the AIM portal. When all information is correct in EdDir, the user should see the TE tile. Note: All data is generated directly from EdDir to the AIM portal. If that tile is not visible, the EdDir information is inaccurate, contact the LEA EdDir Application Editor. If issues still exist, contact the ALSDE Service Desk at 334-694-4777 or servicedesk@alsde.edu.

3. The school administrator must log into the AIM Portal and click on the TE tile/roster management. If an observer notices that any of the instructors are not assigned to the correct site or are not assigned the correct application access rules in the Education Directory for Teaching Effectiveness, the EdDir Application Editor must update the instructor's profile in EdDir (as described in Step 1 of this document). If an observer has any questions about the automated roster verification and submission process, contact the Teaching Effectiveness Help Desk by email teachingeffectiveness@asc.edu or by telephone at 800-338-8320 or 256-971-7448.

4. Allow 24 to 48 hours for the information verified and submitted via the automated process in the AIM Portal to transfer to the ATOT platform and vice versa. If the user is currently accessing the ATOT but the information does not match what is in the AIM Portal, an error message occurs. Note: The email used in the ATOT platform must match the email in the AIM Portal to ensure the user is granted access. For additional assistance contact Client Care at https://alsde.onlinehelp.cognia.org/ or 1-888-413-3669.

5. Users can email ATGP@alsde.edu for any questions related to implementation of the ATGP.

If you have questions about the ATGP procedures, please contact Dr. Mark Coleman at 334-694-4886 or by email at mark.coleman@alsde.edu or Ms. Telena Madison at 334-694-4827 or by email at tmadison@alsde.edu.

EGM/TM

cc: Mrs. Angela Martin
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