



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
State Superintendent of Education

August 15, 2022

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey *EGM*
State Superintendent of Education

RE: Teaching Effectiveness (TE) and Alabama Teacher Growth Program (ATGP) Implementation Procedures 2022-2023

The new school year is underway, and the Alabama Department of Education (ALSDE) is prepared to launch the Alabama Teacher Growth Program (ATGP). This school year, all 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 login to the Teaching Effectiveness (TE) application through the ALSDE Identity Management (AIM) Portal (<https://aim.alsde.edu/>) and select the 2022-2023 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.

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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 timeline for implementation is as follows:

STEPS	BEGIN	COMPLETE	RESPONSIBLE
Login to AIM	August 3, 2022	September 16, 2022	All Observed and Teachers/Instructors
Self-Assessment	September 16, 2022	October 14, 2022	All Observed
Teacher Observations in Cognia	October 3, 2022	May 15, 2023	All Observed
Professional Practice Diagnostic (optional)	October 3, 2022	May 15, 2023	All Observed
ATGP Data Entry Ends		June 15, 2023	Primary Observed
Final Data Delivered to ALSDE		August 1, 2023	Cognia

The ability to use the ATOT in Cognia’s Continuous Improvement Site 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 Cognia’s myJourney website at <https://myjourney.cognia.org/>.*

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 the EdDir, the user should see the TE tile. Note: All data is generated directly from the EdDir to the AIM portal. If that tile is not visible, the EdDir information is not accurate, 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, then the EdDir Application Editor will need to update the instructor's profile in the 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 Cognia's myJourney platform and vice versa. If the user is currently using Cognia's site but the information does not match what is in the AIM Portal, an error message occurs. Note: Emails used in Cognia must also match in the AIM Portal for access to be granted to the user. For additional assistance contact Cognia 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 Ms. Telena Madison at 334-694-4827 or by email at tmadison@alsde.edu.

EGM/TM

cc: Mrs. Angela Martin
Dr. Elisabeth Davis

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