

Executive Summary: Evaluation Rubric for Teacher on Special Assignment – AI Specialist

As Meridian Community Unit School District No. 223 continues to pioneer the intentional integration of advanced educational technology, a new certified position has been established: the Teacher on Special Assignment – AI Specialist. Because this is a brand-new role, a dedicated instrument is required to accurately evaluate performance, provide feedback, and support professional growth.

Collaboration and Feedback

To ensure transparency and adherence to collective bargaining protocols, the formal tone and language of this rubric strictly align with the district's existing certified staff evaluations. The initial draft was shared directly with the employee occupying the position, as well as the Union President, to solicit feedback.

Alignment to District Frameworks

To maintain consistency across our district's personnel evaluations, this rubric is closely modeled after Charlotte Danielson's Framework for Teaching, which serves as the anchor for our broader certified evaluation system. It retains the traditional levels of performance: Unsatisfactory, Needs Improvement, Proficient, and Excellent/Distinguished.

The framework has been tailored across four core domains to capture both the highly technical and heavily pedagogical responsibilities expected of an AI Specialist:

- Domain 1: Planning and Preparation – Evaluates the specialist's deep technical knowledge of Large Language Models (LLMs) and their capacity to align AI resources seamlessly with K-12 curricula while managing a dynamic District AI Guide.
- Domain 2: The Learning and Operational Environment – Targets the specialist's ability to map district-wide operational workflows to reduce administrative burdens for teachers, while building an environment of trust, strict legal confidentiality, and data privacy.
- Domain 3: Delivery of Service and Instruction – Assesses how effectively the specialist coaches teachers in advanced prompt engineering, collaborates on AI-enhanced lesson designs, and directly engages students in evaluating the ethical, moral, and societal impacts of AI technology.
- Domain 4: Professional Responsibilities – Monitors data standards compliance (in accordance with the Illinois School Code and Board policies), tracking of SMART goals, and leadership in both Professional Learning Communities (PLCs) and administration-level strategic planning.

Summary Recommendation

Administration recommends the Board of Education consider the approval of this evaluation rubric for immediate use. This specialized rubric bridges the gap between traditional teaching frameworks and the demands of modern technology integration. By implementing this tool, the board ensures that the AI Specialist position is held to rigorous, measurable standards that directly drive district-wide instructional excellence and operational efficiency.