**JIGSAW Consulting Quick Reference Guide: Educator Evaluation Training Options May 2023 (Updated)**

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**Introduction**

To support effective implementation of local evaluation systems, Jigsaw Consulting and WMPLC (Western Montana Professional Learning Consortium) are committed to providing a comprehensive set of resources for school leaders and teachers within Montana districts. To that end, Jigsaw Consulting and WMPLC have developed training programs designed to be offered in person (face-to-face) or through Zoom focused on all aspects of the complex nature of teacher evaluation and professional growth models. These resources provide an overview of school administrators’ roles and responsibilities related to overall evaluation processes. Although intended for slightly different audiences (evaluators and non-evaluators), ***Jigsaw Consulting and WMPLC encourages districts to train educators on evaluation through collaborative and transparent approaches on a regular schedule, not a “one-time offering.”***

Jigsaw Consulting and WM-PLC evaluation training modules are designed to prepare school leadership teams and evaluators to implement a high-quality teacher evaluation system in schools through the following intended outcomes:

1. Make the professional growth-model evaluation cycle concrete and actionable for educators and their evaluators.
2. Support school leadership teams in developing a common understanding of the educator evaluation framework (adopt, adapt, align) and the opportunities for professional growth and development.
3. Provide participants with implementation tips and strategies to help schools make educator evaluation meaningful and doable.
4. To introduce school leaders of the importance of inter-rater reliability and the role of calibration within leader practices.

Training modules are typically two hours in length with an option third hour of content for participants interested in implementation guidance or additional practice. Training is recorded providing participants an opportunity to review or seek information if taken away during training. Districts can request a specific workshop/training design to fit overall staff needs.



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| Training Topic for School Leaders“MT. EPAS Leader Training Teacher Evaluation on Steroids” | DescriptionTwo- and half-day workshop via Zoom. Schedule is below. | Resources | Trainer | Delivery |
| *Module #1:* *Introductory Session: A Danielson Framework Refresher* *Offered: August 2, 8:30 to 12:00*  | The first session affords leaders with a Danielson framework refresher and the foundation provided to guide the entire clinical supervision process. 3.5 Hours |  | Dr. Jo SwainRegistration for all Sessions is $225.00 or $60 per module.  |  |
| *Module #2: Professional Growth Goal Session****Module #3:******Observation Data Analysis*** *Offered: August 2, 1:00 to 3:00 p.m.* | Training for school leaders is designed to provide additional background and knowledge to implement a highly effective annual goal setting process for certified staff. As a school leader, now that I have observation evidence/data what do I do with it? How do I analyze the data as it aligns to the Danielson FFT? 2.0 Hours |  | Dr. Jo Swain |  |

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| ***Module #4:******Conferencing Strategies and Techniques******Offered:***  *Offered: August 3, 8:30 to 10:30 p.m.* | Leaders will acquire additional information about how to provide high-quality feedback to educators through pre-post conferencing processes. 2 Hours |  | Dr. Jo Swain |  |
| ***Module #5:******Job-Embedded Professional Development*** *Offered: August 3, 11:00 to 1:00 p.m.* | Leaders will acquire pertinent information focusing on the connection between teacher evaluation data and the alignment to job-embedded professional development. 2 Hours |  | Dr. Jo Swain |  |
| *Module #6:**Calibration*  *Offered: August 3, 1:00 to 2:00 p.m.* | Leaders will be introduced to calibration processes through utilization of the Teach Forward Align platform. Additionally, this last session will focus on how leaders are attempting to implement a high-quality teacher evaluation system based on resources and information acquired during the training. 1 Hour |  | Dr. Jo Swain |  |

***Confused About How Your Team Shifts to a Professional Growth System?***

**Montana School Districts seeking facilitated support to implement components of a high-quality teacher evaluation system based on supporting teacher growth, check out the option located below.**

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|  *District Implementation Support**“Montana School Planning Tool to Implement a Teacher Evaluation System Based on Professional Growth”*This process guides school districts through a defined action plan toward implementation of a high-quality evaluation system. *Offered on Request* | School District Planning Tool Implementing a Professional Growth-Oriented Teacher Evaluation System Focused on High Quality Instruction. This tool is designed to outline a process for school districts to implement a Professional-Growth Oriented Teacher Evaluation System focused on high quality instruction based on three Key Steps.Step One: Establish a representative ad hoc committeeStep Two: Determine professional development needs for central office leaders, principals, and teachers.Step Three: Create and implement long and short-term plans for implementing the teacher evaluation process; include steps 1 and 2 outlined above*.* |  | Dr. Jo Swain facilitates the planning process upon request. Cost for Template:$150.00Facilitator Hourly Fee: $75.00 per hour. |  |

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| Prerequisite: MT. EPAS Leader Training Teacher Evaluation on Steroids | Description  | Resources | Trainer | Delivery |
|  *Understanding the Importance of High-Quality Feedback for Teachers and Leaders**Offered:*  | How does high-quality feedback connect to job-embedded professional learning? Participants will increase their overall skill and knowledge about how to construct both written and oral observation feedback. 2 Hours |  | Dr. Jo Swain Cost per participant: $99.00 |  |

***Prefer to update leader training through a “SELF-PACED” \* course process?***

***\*Self-paced courses are offered for free through Montana OPI Learning Hub***

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| *“SELF-PACED”**Using Teacher Evaluation Data to Align to Professional Learning.* *GREAT TEACHERS & Leaders**Offered: Upon Request* | This self-paced webinar has been created to increase overall understanding about multiple measures acquired from teacher observation to promote job-embedded professional learning. This step-by-step process outlines how schools can implement this process to enhance overall PD. Schools can implement this process to enhance overall PD. View the archived video at your convenience. Handouts provided.Dr. Jo Swain, InstructorCost: $55, Zoom 2 OPI Renewal Credits |
| *\*SELF-PACED Course (FREE)**4 Ps of Teacher Evaluation: Preparing, Planning, Pausing, and Professional Growth**https://learninghub.mrooms.net/course/view.php?id=716* |

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| course description | As a Montana classroom teacher or other certified staff member do you ever wonder about current teacher evaluation processes within our state?  If so, then this course is for you! Participants, classroom teachers, or administrators, will learn more about their roles and responsibilities related to the implementation of a professional growth model in your school or district.  Key topics include teacher planning, preparing, reflecting, and setting professional goals to enhance their instructional practice.  Additionally, this course provides concepts important for administrators in their support of classroom teachers and specialists.  Created by Dr. Jo Swain - Retired School and District Administrator, JIGSAW Consulting |
| Type of Course  | Self-paced course | course length | 3 OPI Renewal Units | Audience | All Educators |
| user rating | New course, data coming soon! |  |

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| *\*SELF-PACED Course (FREE)****What is the Goal of Teacher Evaluation?***[*https://learninghub.mrooms.net/course/view.php?id=707*](https://learninghub.mrooms.net/course/view.php?id=707) |

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| course description | "What is the Goal of Teacher Evaluation?" has been created to provide introductory information for all educators within the state of Montana to better understand fundamental paradigm shifts in current teacher evaluation systems within any given school or school district.  The current Board of Public Education statute reflects a positive shift to supporting educators in their individual professional journey to hone their craft as an educator. As of July 1, 2023, ARM 10.55.724 outlines requirements for Montana educators as it pertains to evaluation processes and procedures.  The course offers both the old and new statutes to analyze the Board's philosophy of promoting individual professional growth for all staff.   Explore the Danielson Framework for Teaching and key components all associated with the complexity of teaching and how to best apply these factors to current district practices.  Created by: Dr. Jo Swain - Retired School and District Administrator, JIGSAW Consulting                                                                                                                                 |
| Type of Course  | Self-paced course | course length | 3 OPI Renewal Units | Audience | All Educators |
| user rating | New course, data coming soon! |  |

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| *\*SELF-PACED Course (FREE)**Staff Evaluation: Mastering High-Quality Feedback for all Staff.**https://learninghub.mrooms.net/course/view.php?id=723* |

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| course description | The two previous Learning HUB teacher evaluation courses were created to enhance background knowledge and understanding of the nuances associated with a "professional growth" model for teacher observation and evaluation. Teachers and leaders both benefit from this introductory level of information.  While this final course, the last in the series, is designed for*school leaders interested* in strengthening the skills necessary to provide staff with high-quality feedback to promote "teacher growth,” all educators will glean important information about a professional growth model and creating a high-quality evaluation system within the district.  This course covers current research regarding the importance of providing not just feedback but feedback that provides teachers with increased direction on how to improve instructional practice.  I hope you enjoy this course. Dr. Jo Swain, Retired School and District Administrator, JIGSAW Consulting |
| Type of Course  | Self-paced course | course length | 3 OPI Renewal Units | Audience | Administrators  |
| user rating | New course, data coming soon! |  |

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| *\*SELF-PACED Course (FREE)**Calibration for School Leaders: The What, Why and How?* [*https://learninghub.mrooms.net/course/view.php?id=735*](https://learninghub.mrooms.net/course/view.php?id=735) |

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| course description | Participants glean foundational knowledge about the importance of inter-rater reliability and how to create high-quality feedback based on the Danielson FFT.  Inter-rater reliability refers to the goal of creating leader-to-leader consistency in rating or ranking classroom teachers based on an agreed-upon set of instructional outcomes, i.e., Danielson Framework for Teaching.  The course affords participants an actual step-by-step calibration process using video-based calibration. Dr. Jo Swain facilitates small cohorts of participants through the calibration process using the Teach Forward Align Platform if there is continued leader interest in participating in calibration training.Created by Dr. Jo Swain, Retired School and District Level Administrator, JIGSAW Consulting |
| Type of Course  | Self-paced course | course length | 3 OPI Renewal Units | Audience | Administrators |
| user rating | New course, data coming soon! |  |

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| *SELF-PACED Course (College Credit, UM)**Transforming Teacher Professional Learning**2 UM Credits or 30 OPI Renewal Units**$300**Registration: WMPLC.org* | **Course Description**As a result of federal legislation, Race to the Top, school districts across the country have been focused on eliminating outdated teacher evaluation practices in exchange for developing district systems designed to promote professional growth for all certified educators. Since about 2015, numerous research studies have been conducted nationally providing updated support for district and school level leaders responsible for the implementation of a high-quality teacher evaluation system. This course is designed to provide school and district level leaders with background information to assist in creating newly designed district systems promoting professional growth for staff. Of key focus will be the concept of inter-rater reliability or calibration. Participants will be introduced to current research including the Measures for Effective Teaching, MET Study, sponsored by the Gates Foundation, TNTP (The New Teachers Project Study, *The Mirage*, Confronting the Hard Truth About Our Quest for Teacher Development,) Center for Educational Leadership, University of Washington, College of Education studies, as well as the book entitled, “*Better Feedback for Better Teaching,”* which is a compilation of MET study outcomes. Additionally, participants will be introduced to the basic principles supporting video-based calibration. |

***JIGSAW Leader Calibration Training***

***Contact: Dr. Jo Swain for more information, 406-661-3247, joswain2018@gmail.com***

***Teach Forward is the platform JIGSAW Consulting utilizes to work with small, collaborative groups of leaders to increase inter-rater reliability and consistency within a school or school district.***

[***https://www.bing.com/search?q=teach+forward+align&aqs=edge.0.69i64i450l8.193273j0j4&FORM=ANAB01&PC=HCTS#:~:text=TeachForward-,www.teachforward.com/,-What%20are%20the***](Quick%20Reference%20Guide.docx)

* **TF Align**

**Get on the Same Page**

Align instructional expectations based on examples of teaching and student work.

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**TF Coach**

**Two Steps Forward…One Feedback**

Empower educators in the coaching process by engaging in two-way conversations based on evidence from their teaching.

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**TF Certify**

**Show what you know!**

Earn certification badges and licenses based on what educators know and demonstrate.