**Quick Reference Guide: Educator Evaluation Training**

**Introduction**

To support effective implementation of local evaluation systems, Jigsaw Consulting and WM-PLC (Western Montana Professional Learning Consortium) are committed to providing a comprehensive set of resources for districts. To that end, Jigsaw Consulting and WM-PLC have developed two training programs: Training Modules for Leaders and Training Workshops for Teachers. These resources provide an overview of the Montana Educator Performance Appraisal System, the Montana statewide evaluation framework. Although intended for slightly difference audiences (evaluators and non-evaluators), Jigsaw Consulting and WM-PLC encourages districts to train educators on evaluation through collaborative and transparent approaches.

**Training Modules**

**Key: PowerPoint Presentation, Handouts,  Teach Forward Align Platform ($59), Facilitator Guide, Webinar**

Jigsaw Consulting and WM-PLC evaluation training modules are designed to prepare school leadership teams and evaluators to implement the Montana EPAS system educator evaluation framework in schools through the following intended outcomes:

1. Make the MT-EPAS evaluation cycle concrete and actional 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.

Training modules are typically two hours in length with an option third hour of content for participants interested in implementation guidance or additional practice. Districts can request a specific workshop/training design to fit overall staff needs.

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| Training Topic for School Leaders | Description | Resources | Trainer | Delivery |
|  *Module #1: MT. EPAS Introductory Session* | Training for school leaders providing training and support focused on teacher observation and evaluation process and procedures.  |  | Dr. Jo Swain | 4.5 hours |
|  *Module #2-#5: Professional Growth Goal Session* | Training for school leaders designed to provided additional background and knowledge to implement a high-effective annual goal setting process |  | Dr. Jo Swain | 2.0 Hours |
| *Observation Data Analysis* | 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?  |  | Dr. Jo Swain | 2.0 Hours |
| *Conferencing Strategies and Techniques* | Leaders will acquire additional information about how to provide high-quality feedback to educators through pre-post conferencing processes.  |  | Dr. Jo Swain | 2.0 Hours |
| *Module #6: Introduction to Teach Forward Calibration* | Participants glean foundational knowledge about the importance of inter-rater reliability and how to create high-quality feedback based on the Danielson FFT. | A picture containing text, clock  Description automatically generated | Dr. Jo Swain Teach Forward Align Platform, $59.00 | 4.0 Hours |
| *Module #7: Creating a Calibration Task Using Teach Forward Align* | This training provides step-by-step instructions for uploading files and creating calibration tasks in the Teach Forward Align platform. Although users may use this guide to create tasks with several different types of files, including work samples, this guide focuses on the creation of a calibration task using a classroom observation video. Before uploading any content to Teach Forward Align, please ensure that all relevant sharing permissions have been secured and/or content is appropriately anonymized. There are three main steps in the process for creating a calibration task. |  | Dr. Jo SwainTeach Forward Align Platform, $59.00 | 2.0 Hours |

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| Training Topic for Classroom Educators | Description  | Resources | Trainer | Delivery |
| *Module #1: The Goal of Teacher Evaluation*  | This workshop is designed to provide background knowledge for all educators regarding the importance of teacher evaluation increasing student achievement outcomes.  |  | Dr. Jo Swain  | 2.0 Hours |
| *Module #2: Understanding the Importance of High-Quality Feedback for Teachers and Leaders* | How does high-quality feedback connect to job-embedded professional learning? Participants will increase overall skill and knowledge about how to construct both written and oral observation feedback.  |  | Dr. Jo Swain  | 2.0 Hours |
| *Module #3: Using Teacher Evaluation Data to Align to Professional Learning. Great Teachers and Leaders.* | This 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.  |  | Dr. Jo Swain  | 2.0 Hours Webinar |