**JIGSAW Consulting Quick Reference Guide: Educator Evaluation Training and Registration Forms**

***Updated March 25, 2022***

**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 different 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 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.

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, Registration Form | Description | Resources | Trainer | Delivery |
| *Module #1:**MT. EPAS On Steroids Introductory Session**April*[[*https://docs.google.com/forms/d/e/1FAIpQLSctDl\_9\_MTP1mQCQCGgbvCYlESGoenoKKuwnVdhw7ve6\_\_I4w/viewform*](https://docs.google.com/forms/d/e/1FAIpQLSctDl_9_MTP1mQCQCGgbvCYlESGoenoKKuwnVdhw7ve6__I4w/viewform)](https://docs.google.com/forms/d/e/1FAIpQLScV3MwjR_kZOrrdvIFsp1z_xGvDCrT9POnPPx_lvfjAuB56Ng/viewform) | Training for school leaders providing training and support focused on teacher observation and evaluation process and procedures.  |  | Dr. Jo Swain**Spring session begins****April 11th** | 3.5 hours |
| *Module #2: 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 |
| *Module #3: 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 |
| *Module #4:**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 #5:**Job-Embedded Professional Development* | Leaders will acquire pertinent information focusing on the connection between teacher evaluation data and the alignment to job-embedded professional development.  |  | Dr. Jo Swain |  2.0 Hours |
| *Module #6:**Introduction to Teach Forward Calibration*[*https://docs.google.com/forms/d/e/1FAIpQLSc2JeMJ5kLzcg3PK-Nwo2YoGHZWVl1LFLwDNh7M\_WAKmh0qJw/viewform?vc=0&c=0&w=1&flr=0*](https://docs.google.com/forms/d/e/1FAIpQLSc2JeMJ5kLzcg3PK-Nwo2YoGHZWVl1LFLwDNh7M_WAKmh0qJw/viewform?vc=0&c=0&w=1&flr=0) | 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, $59.00Cost per participant: $99Date to be Determined | 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, $59.00Cost per participant:$99.00Offered:June through August, 2022 | 2.0 Hours |
| *Module #8: Montana School Planning Tool to Implement a Teacher Evaluation System Based on Professional Growth* | 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 MT. EPAS teacher evaluation process; include steps 1 and 2 outlined above***.*** |  | Dr. Jo Swain facilitates the planning process upon request. Cost for Template:$150.00 |  |

**Cost Per Workshop**:

**Modules #1-#5** MT. EPAS Teacher Evaluation on Steroids, $199.00 for all five sessions or $99.00 for session one with each subsequent session $79.00

**Module #6:** Introduction to Teach Forward Calibration; Module **#7** Creating a Calibration Task Using Teacher Forward Align, $99.00 per participant. Teach Forward Align annual license, $59.00

**School Leader Framework for Teaching Activities (Power Point): Practice options for school leaders to better inform observation and evaluation practice**. **Free!**

FREE Resources!

***“Efforts to Toughen Teacher Evaluations Show No Positive Impact on Students,”* Summary of current research supporting professional growth models from Ed Week, November 29, 2021. Free!**

**Evaluation Training Topics for Both**

***School Leaders and Classroom Educators***

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| Training Topic for Classroom Educator Registration Form | Description  | Resources | Trainer | Delivery |
| *Module #1: The Goal of Teacher Evaluation* [*https://docs.google.com/forms/d/e/1FAIpQLSe\_3PqgZrtj-xdApIs8DPGtk-3vRIp5ZqhqiCnqsCr2U2GJlQ/viewform*](https://docs.google.com/forms/d/e/1FAIpQLSe_3PqgZrtj-xdApIs8DPGtk-3vRIp5ZqhqiCnqsCr2U2GJlQ/viewform) | This workshop is designed to provide background knowledge for all educators regarding the importance of teacher evaluation increasing student achievement outcomes.  |  | Dr. Jo Swain Cost per participant: $99.00 **May 3, 2022,****3:00 p.m.** | 2.0 Hours |
| *Module #2: Understanding the Importance of High-Quality Feedback for Teachers and Leaders*[[*https://docs.google.com/forms/d/e/1FAIpQLSeNIvFEo0ibXzjPpAsiUmIxLj4JkHlGbH8eVt90Nc3RtFpDnA/viewform*](https://docs.google.com/forms/d/e/1FAIpQLSeNIvFEo0ibXzjPpAsiUmIxLj4JkHlGbH8eVt90Nc3RtFpDnA/viewform)](https://docs.google.com/forms/d/e/1FAIpQLScV3MwjR_kZOrrdvIFsp1z_xGvDCrT9POnPPx_lvfjAuB56Ng/viewform) | 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 Cost per participant: $99.00**May 3, 2022****9:00 a.m.** | 2.0 Hours |
| *Module #3: Using Teacher Evaluation Data to Align to Professional Learning. Great Teachers and Leaders.*[*https://docs.google.com/forms/d/1Oox-C\_jHgwD5Gutqd2hSYA4G4TZDXIWUI2x7cyzMwSo/edit?ts=61c0e34e*](https://docs.google.com/forms/d/1Oox-C_jHgwD5Gutqd2hSYA4G4TZDXIWUI2x7cyzMwSo/edit?ts=61c0e34e) | 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 Cost per participant: $225.00Date to Be Determined | 2.0+ Hours Webinar |
| *Module #4:* *High Leverage Practices and Evidence-Based Practices, A Promising Pair, Montana CEEDAR Center*[*https://docs.google.com/forms/d/1K5JwOp0vBld-KSR-VewtDLasJbtV6-7qSpwZDhAKyaw/edit?ts=61c0e8bf*](https://docs.google.com/forms/d/1K5JwOp0vBld-KSR-VewtDLasJbtV6-7qSpwZDhAKyaw/edit?ts=61c0e8bf) | The high-leverage practices in special education (HLPs) are provided across four intertwined components of teacher practice: collaboration, assessment, social/emotional/behavioral practices, and instruction. The 22 HLPs are intended to address the most critical practices that every K–12 special education teacher should master. The Research Syntheses that follow this section delve more deeply into the rationale and evidence base for each. Skillful teaching requires appropriately using and integrating specific moves and activities in particular cases and contexts, based on knowledge and understanding of one’s pupils and on the application of professional judgment. (Ball & Forzani, 2009, p. 497) |  | Dr. Jo SwainCost per participant: $99.00**May 17th,** **10:00 a.m.** | 2 to 2.5 Hours  |

**Cost Per Workshop**:

**Module #1**: The Goal of Teacher Evaluation, ***$99.00 per participant***

**Module #2:** Understanding the Importance of High-Quality Feedback for Teachers and Leaders: $99.00 per participant

 **Module #4:** High Leverage Practices and Evidence-Based Practices, A Promising Pair, ***$99.00 per participant.***

***Module #3:*** Using Teacher Evaluation Data to Align to Professional Learning Package***; includes webinar access, handouts, facilitator’s guide, and PowerPoint. $225.00***

**Quick Reference Training Guide Revised, March 25, 2022**

***NEWS FLASH!***

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| **Training Topic** | **Description** | **Resources** | **Trainer and Delivery** |
| Calibration Video Demonstration Opportunity Registration Form[*https://docs.google.com/forms/d/e/1FAIpQLSc2JeMJ5kLzcg3PK-Nwo2YoGHZWVl1LFLwDNh7M\_WAKmh0qJw/viewform?vc=0&c=0&w=1&flr=0*](https://docs.google.com/forms/d/e/1FAIpQLSc2JeMJ5kLzcg3PK-Nwo2YoGHZWVl1LFLwDNh7M_WAKmh0qJw/viewform?vc=0&c=0&w=1&flr=0) | Teach Forward Align electronic resource has been chosen to assist leaders in strengthening overall calibration skills. This 30-minute demonstration is free to interested leaders wanting to learn more about the calibration process.   | FREE**Demonstration video** **Available for Review****Call (406) 661-3247 to request access.** | Dr. Jo Swain Taped webinar  |