

Role	Description	Role Level	Assigned to:
eValDistrictAdmin	Responsible for administration of the application throughout all the schools in the district. Sets up calibration sessions, adds district specific resources, assigns linkage between building admin and teacher, submits final report to OSPI, and reviews data and reports for informed system-wide decisions. District Role - may also be a District Evaluator and/or a District Teacher Evaluator	District	HR Department
eValDistrictEvaluator	Responsible for the evaluations of principals throughout the district. The district evaluator sets up pre-conferences, writes pre-conference questions, writes post-conference reflections, identifies focus areas, takes notes, conducts observations, scores rubrics, reviews data and reports, makes decisions about final summary ratings of principals, and submits final evaluations to district administrator. May also be DistrictAdmin	District	Superintendent Assistant Superintendent
eVal DistrictTeacherEvaluator	Can be given permission to be the assigned evaluator and/or perform observations of teachers through their district. The evaluator does not reside at a school, but rather, is associated with the district and is often responsible for the evaluations/observations for teachers with special certification, such as special education teachers. May also be DistrictAdmin.	District	Curriculum Director
eValSchoolAdmin	Has administrative privileges for the application within the school. Sets up calibration sessions, add school specific resources, assigns linkage between building administrator and teacher, submits final report to district office, reviews data and reports to make informed decisions. May also be a principal	School	Either eValDistrictAdmin does assignments or principals
eValSchoolPrincipal	Can perform evaluations of teachers, or be evaluated. As one who is being evaluated, the principal can do/see everything the teacher does. As an evaluator, the principal sets up pre-conferences, writes questions, writes post conference reflections, identifies focus areas, takes notes, conducts observations, scores rubrics, reviews data and reports, makes decisions about final summary ratings, participates in calibration activities when invited, and submits final evaluations to district. May also be a SchoolAdmin and/or a HeadPrincipal	School	Principals
eValHeadPrincipal	A principal who is the assigned evaluator of other principals in the school, such as a Principal would evaluate Vice Principals This assignment can only be done by the district administrator; it cannot be delegated to the school. Though Head Principals and District Evaluators both evaluate principals, the Head Principal is School Role, and can only evaluate principals in the school the head principal is associated with. MUST also be a principal and may also be a ScholAdmin	School	Principals who evaluate Assistant Principals
eValSchoolTeacher	One who for whom an evaluation is written. He or she engages in the pre-conference process, answers pre and post conference questions, writes reflections, takes notes, identifies focus areas, conducts self-assessment, uploads artifacts and evidence, participates in post conference, summary review, and participates in calibration activities when invited. May be associated with multiple schools/buildings.	School	Teachers