



READINESS CHECKLIST

IDENTIFYING THE DISTRICT'S INSTRUCTIONAL FRAMEWORK

- ___ Contact Jeanne Harmon (jeanne.harmon@k12.wa.us) at OSPI regarding the district's choice of instructional framework and leadership framework. It takes between 24 and 48 hours for the district's eVAL tool and their sandbox to be set up.

GETTING USERS SET UP TO USE THE eVAL TOOL

- ___ Any personnel who will "touch" eVAL needs a user account, including personnel who will manage eVAL, evaluate others, and will be evaluated. Use one of the following methods to create accounts and assign roles, and communicate this district-wide.

- The District Security Manager will create all accounts and assign the roles of all users, or
- Users will sign in to EDS to create their own account, request access to eVAL, and select their role.

Refer to handout: *Roles, Positions and Tasks*

- ___ Use the method identified in the step above to create user accounts and assign the following roles:

eVAL Administrators (Managers of the eVAL tool and resources):

- District Administrator (manages eVAL tool and resources at the district level)
- School Administrators (manage eVAL tool and resources at the building level)

Evaluators and Evaluatees (All personnel that will participate in the evaluation process):

- District Evaluator (district leaders who will evaluate head principals and/or principals)
- Head Principal (a principal who will evaluate vice principals and possibly teachers)
- Principal (a school leader who will evaluate teachers)
- District-Wide Teacher Evaluator (district personnel who will evaluate teachers that teach in multiple buildings)
- Teacher (school or district personnel who work directly with students)

- ___ All users sign in to the EDS system and request access to the eVAL tool, and wait for approval from the District Security Manager.

Refer to handout: *Requesting Access to eVAL*

- ___ Regardless of who created their accounts and assigned roles, all users must then sign in to the EDS and within their list of applications, select **eVAL**, and reach **eVAL's home page**. This is the first time eVAL becomes aware of their existence.

CREATING AN AWARENESS OF THE eVAL TOOL

- ___ All personnel that will either evaluate staff or be evaluated should become familiar with what eVAL has to offer.

Refer to handout: *eVAL System Features*

PREPARING THE eVAL TOOL AT THE DISTRICT LEVEL (ANNUALLY)

- ___ The District Administrator (of eVAL) sets up eVAL on an annual basis, selects frameworks, sets defaults, and configures the eVAL tool for use.
- ___ The District Administrator (of eVAL) assigns the evaluator and the type of plan (comprehensive or focused) for each evaluatee (or assigns this task to the School Administrators).
- ___ The District-Wide Teacher Evaluator requests approval to evaluate specific teachers. (Only pertinent to some districts.)

Refer to handout: *The District Administrator's Handbook*

PREPARING THE eVAL TOOL AT THE SCHOOL LEVEL (ANNUALLY)

- ___ The School Administrator (eVAL Manager) adds school-specific resources to the eVAL tool, including questions and prompts.
- ___ The School Administrator (eVAL Manager) assigns the evaluator and the type of plan (comprehensive or focused) for each evaluatee, if the District Administrator has assigned this task to the School Administrator.

Refer to handout: *The District Administrator's Handbook*

SUGGESTED FIRST TASK FOR ALL "EVALUATEES"

- ___ All school personnel who will be evaluated should sign into the eVAL tool and complete a self-assessment (as per district policy).
- ___ Users may wish to explore a mirror site to their eVAL site, where they can practice carrying out various tasks and steps in the evaluation process.

Refer to handout: *Getting Started with Sandbox*

