

eVAL utilizes a unique set of vocabulary to identify the different roles and tasks for those that manage the eVAL tool, evaluate staff, and get evaluated. An eVAL user may be assigned up to three roles, but they must all be at the same organizational level. For example, a **District Administrator** may also be a **District Evaluator** and a **District Wide Teacher Evaluator**, because all of those roles are at the **district level**.

ORGANIZATIONAL LEVEL: DISTRICT

eVAL Role	Person in District Who May Carry Out This Role	Tasks as a Manager of the eVAL Tool	Tasks as an Evaluator	Tasks as an Evaluatee
DISTRICT SECURITY MANAGER	Official title for one or more district personnel – has no eVAL access or related tasks	- Creates accounts - Assigns roles		
DISTRICT ADMINISTRATOR <i>** = can assign this task to the School Administrator</i>	- District admin staff - Human resource staff - Learning support staff - Administrative assistant - Other Note: District Administrators can see evaluation data for Principals.	- Sets up/Configures eVAL for use in the upcoming year - Assigns evaluators and plan type for evaluatees ** - Grants viewing privileges for District Administrators (of eVAL) and District Viewers - Adds district-specific resources for Teachers & Principals - Adds district-specific prompts for pre- and post-conferences **, and for student growth goals - Views evaluation summaries and reports for Principals - Reviews evaluation submission status - Reviews district summary reports - Gathers data for submission to OSPI		
DISTRICT EVALUATOR	District personnel who evaluate Head Principals and Principals	Adds to question bank and assigns prompts to Principals - Submits final Principal evaluations to District Administrator	- Sets up and interacts in goal-setting and observations for Principals - Views Principal artifacts, self-assessments and goals - Views evaluation summaries and reports	
DISTRICT TEACHER EVALUATOR	District personnel and Principals who evaluate Teachers that teach in multiple buildings	Adds to question bank and assigns prompts to Teachers - Submits final Teacher evaluations to School District Administrator	- Sets up and interacts in goal-setting and observations of Teachers - Views Teacher artifacts, self-assessments and goals - Views evaluation summaries and reports	
DISTRICT VIEWER	- District admin staff - Human resource staff - Other district administrators		Has access to selected principals as configured by the District Administrator of eVAL	

ORGANIZATIONAL LEVEL: SCHOOL

eVAL Role	Person in School Who May Carry Out This Role	Tasks as a Manager of the eVAL Tool	Tasks as an Evaluator	Tasks as an Evaluatee
SCHOOL ADMINISTRATOR	- Principal - Vice Principal - Counselor - Learning support staff - Administrative assistant Note: School Administrators can see evaluation data for Teachers.	- If delegated by the District Administrator (of eVAL), assigns Teachers to their evaluators and assigns their plan type - Adds school specific resources for Teachers and Principals - Views evaluation summaries and reports for Teachers - Submits final report to District Administrator (of eVAL)		
HEAD PRINCIPAL	Principals who evaluate Vice Principals	- If delegated by District Administrator (of eVAL), can assign the Teachers that they will evaluate Adds to question bank and assigns prompts to Vice Principals and Teachers - Submits final Vice Principal and Teacher evaluations to District Administrator	- Sets up and interacts in goal-setting and observations for Vice Principals and Teachers - Views Vice-Principal and Teacher artifacts, self-assessments and goals - Views evaluation summaries and reports	- Participates in goal-setting and self-assessment - Interacts with evaluator in observation process - Uploads and aligns artifacts - Gives evaluator permission to view artifacts, goals, and self-assessments - Evaluated as a principal
PRINCIPAL	School personnel who evaluate Teachers	- If delegated by District Administrator (of eVAL), can assign the Teachers that they will evaluate Adds to question bank and assigns prompts to Teachers - Submits final Teacher evaluations to School Administrator	- Sets up and interacts in goal-setting and observations of Teachers - Views Teacher artifacts, self-assessments and goals - Views evaluation summaries and reports	- Participates in goal-setting and self-assessment - Interacts with evaluator in observation process - Uploads and aligns artifacts - Gives evaluator permission to view artifacts, goals, and self-assessments
TEACHER	School or district personnel who work directly with students			- Participates in goal-setting and self-assessment - Interacts with evaluator in observation process - Uploads and aligns artifacts - Gives evaluator permission to view artifacts, goals, and self-assessments