# Timeline of eVAL Tasks by Role

| School Year: | Start | Early | Mid-Year | | End |
|---|---|---|---|---|---|
| All Staff | Decide on staff roles within eVAL, who does what? | Create own EDS acocunts if needed and login to eVAL | Participate in practice sessions for score alignment | Review scoring and frameworks as needed | Review data and reports |
| District Security Manager | Create EDS accounts if needed, approve role requests | Add or change roles as needed | N/A | N/A | N/A |
| District Administrator | Upload district resources and prompts | Assign teachers and principals to evaluators or delegate to schools | N/A | N/A | View reports, submit data to OSPI |
| School Administrator | Upload school resources and prompts | Assign teachers to evaluators if delegated by district | N/A | N/A | View reports, submit data to district administrator |
| District-wide Teacher Evaluator | Request teachers to evaluate | Assign prompts to teachers | Observation process with teachers in multiple schools | View teacher artifacts | Finalize teacher evaluations |
| District Evaluator | N/A | Assign prompts to principals | Observation process with principals | View principal artifacts | Finalize principal evaluations |
| Head Principal | N/A | Assign prompts to vice principals | Observation process with vice principals | View vice principal artifacts | Finalize vice principal evaluations |
| Principal | N/A | Respond to own prompts; Assign prompts to teachers | Observation process for self; Observations with teachers | Collect and upload artifacts; View teacher artifacts | Final self-evaluation process; Finalize teacher evaluations |
| Teacher | N/A | Respond to prompts and self-assessment | Observation process with principal | Collect and upload artifacts | Final self-evaulation process |

eVAL Roles