

Communication between Principal and Teacher

Timeline: to be completed by the end of September

Learning Targets:

1. Users understand how to use the eVAL message system and how to configure the eVAL message system to send an email to their district email system when a message is received in their eVAL message box
2. Users will understand that evaluator communication is a part of every step (self-assessment, goal setting, observations, and evidence)
3. Users will be able to communicate with their evaluator through all steps of the observation process.
4. Users will be able to schedule pre-observation, observation, and post-observation conferences.

What resources we need/will be helpful:

How to access eVAL Sandbox on the web

Sandbox login and instructions for principals and teachers

eVAL Washington for Evaluatees/Evaluators packet

Content of Module:

1. As a principal, set up observation (eVAL Washington for Evaluatees/Evaluators packet pg. 22)
 - a. Schedule the pre-conference, observation, and post-conference. Make sure it's visible to the evaluatee
 - b. Do a pre-conference prompt (e.g. "Why are you even trying to be a teacher?")
 - c. Notify Teacher of Changes
2. As a teacher (eVAL Washington for Evaluatees/Evaluators packet pg. 24/25)
 - a. Read message in inbox (mailbox)
 - b. Click details of message and view observation details (this brings you to observation)
 - c. Go to "Pre-conference" tab. Scroll down to find the pre-conference questions and notes.
 - d. Respond to the message
 - e. Notify Evaluator of Changes
3. As a principal (eVAL Washington for Evaluatees/Evaluators packet pg. 24)
 - a. Score criteria in "Observe" then "Instructional Rubric"
 - b. Enter a response in "Session Notes and Recommendations"
 - c. Notify Teacher of Changes
4. As a teacher (eVAL Washington for Evaluatees/Evaluators packet pg. 24)

- a. Go to “Observe/Score” and see “Session Notes and Recommendations”
 - b. Respond to evaluator’s notes
 - c. Go to “Report” under the Observe tab and view the scores given for the criteria.
 - d. Notify Evaluator of Changes
5. As a principal (eVAL Washington for Evaluatees/Evaluators packet pg. 26)
 - a. Add a post-conference prompt based on the observation
 - b. Add post-conference notes based on the post-conference meeting
 - c. Notify Teacher of Changes
6. As a teacher (eVAL Washington for Evaluatees/Evaluators packet pg. 26)
 - a. Go to “Post-Conference” tab
 - b. Respond to post-conference prompt
 - c. Notify Evaluator of Changes