Quick Reference Guide: Educator Evaluation Training

Introduction

To support effective implementation of local evaluation systems, ESE is committed to providing a comprehensive set of resources for districts. To that end, ESE has developed two training programs: **Training Modules** and **Training Workshops for Teachers**. These resources provide an overview of the statewide evaluation framework. Districts may choose to supplement or adapt these materials to align with local priorities and local evaluation systems. Although intended for slightly different audiences (evaluators and non-evaluators), ESE encourages districts to train educators on evaluation through collaborative and transparent approaches.

Training Modules

ESE evaluation training modules are designed to prepare school leadership teams and evaluators to implement the Massachusetts educator evaluation framework in their schools through the following intended outcomes:

- Make the 5-Step Cycle concrete and actionable for educators and their evaluators.

- Support school leadership teams in developing a common understanding of the educator evaluation framework and the opportunities for professional growth and development.

- Provide participants with implementation tips and strategies to help schools make educator evaluation meaningful and doable.

Training modules are two hours in length with an optional third hour of content for participants interested in implementation guidance or additional practice in observations. Modules are designed to be delivered by district facilitators and include interactive learning activities as well as suggested homework assignments that are intended to help participants extend and apply their learning.

Module	Description	Resources
1-Hour Overview	The Overview covers the two evaluation ratings everyone will receive, the performance standards and rubrics, the 5-Step Cycle of evaluation, and additional resources for implementation. The Overview is a shorter substitute for Module 1.	Facilitator Guide PowerPoint Participant Handouts
Module 1: Overview	Overview of the module series structure and purposes. Introduces the 5-Step Cycle of evaluation and Model System, and examines next steps for strategically implementing the educator evaluation system in schools.	Facilitator Guide PowerPoint Participant Handouts
Module 2: Unpacking the Rubric	Introduces the basic structure and terminology of the Model System performance rubrics and gives participants an opportunity to examine the rubric components.	Facilitator Guide PowerPoint Participant Handouts
Module 3: Self-Assessment	Participants learn how to engage in a comprehensive self-assessment and prepare to strategically identify professional practice and student learning goals.	Facilitator Guide PowerPoint Participant Handouts
Module 4: S.M.A.R.T. Goals & Educator Plan Development	Participants learn how to develop S.M.A.R.T. goals that are needs-driven, specific, and action-oriented, and educator plans that have clear benchmarks for success and provisions for professional development and support.	Facilitator Guide PowerPoint Participant Handouts

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Module 5: Gathering Evidence	Participants focus on the collection and organization of evidence by Standard and Indicator and the strategic identification of high-quality artifacts.	Facilitator Guide PowerPoint Participant Handouts
Module 6: Observations & Feedback	Participants learn about observations (both inside and outside of classrooms), the collection and organization of observation evidence, as well as the sharing of timely, constructive feedback to educators.	Facilitator Guide PowerPoint Participant Handouts

Training Workshops for Teachers & SISP Educators (non-evaluators)

The training workshops include an orientation and four workshop sessions designed to prepare teachers and other educators to be active participants in their evaluation. Workshops were developed in partnership with Massachusetts teachers. Districts (through their schools) can use a variety of settings to deliver these workshops, each of which is designed to be led by a department head or grade/team lead in a small group setting, such as common planning time.

Workshop	Description	Resources
Orientation	Orientation reviews the purpose of the evaluation framework, the two ratings everyone will receive, the 5-Step Cycle of evaluation, and key characteristics of the performance rubric.	Facilitator Guide PowerPoint
Workshop 1: Rubric Review	Educators learn about the Standards and Indicators on the performance rubric, as well as the evaluation ratings (Unsatisfactory to Exemplary).	Facilitator Guide Participant Handouts
Workshop 2: Self-Assessment	Participants receive the time, information, and resources they need to complete Step 1 of the 5-Step Cycle: self-assessment and create their own self-assessments using relevant rubrics, models, and student data.	Facilitator Guide Participant Handouts
Workshop 3: S.M.A.R.T. Goals	Participants receive the time, information, and resources they need to identify their student learning and professional practice goals and learn about the link between S.M.A.R.T. goals and the creation of an educator plan.	Facilitator Guide Participant Handouts
Workshop 4: Gathering Evidence	Participants learn about the three types of evidence required in an evaluation and receive tips and strategies for determining high quality artifacts of practice and measures of student learning.	Facilitator Guide Participant Handouts

FAQ's

1. **If educators in my district receive training on the modules, do they have to go through the workshops as well?** No. Teachers and other non-evaluators who are trained using the modules would not have to do the workshops. However, the training workshops are designed to facilitate the completion of specific components of the 5-step cycle and may be of use to educators who have already completed the modules.

2. **Do educators need to repeat the training modules and/or workshops every year?** Not necessarily. However, each district should take care to provide evaluators and educators with appropriate training to ensure that the evaluation process is efficient and meaningful.

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