

LEA Educator Effectiveness Training (Morning Session)

Section	Topics Addressed	Length Of Section	Time
Introductions	<ul style="list-style-type: none"> • Introductions • Review Agenda and Objectives 	10m	8:00 – 8:10
Portal	<ul style="list-style-type: none"> • Home Base Portal Overview • Teacher View v. Principal View 	10m	8:10 – 8:20
Staff Performance Tools (Principals/Administrators only)	<ul style="list-style-type: none"> • How to access a teacher's plan • How to assign an evaluator to a teacher • Staff Details 	40m	8:20 – 9:00
Teacher Professional Development Plan	<ul style="list-style-type: none"> • Starting the process • Self-Assessment • Professional Development Plan <ul style="list-style-type: none"> ○ Mid-Year Review ○ End of Year Review • Record of Teacher Activities 	50m	9:00 – 9:50
BREAK		10m	9:50 – 10:00
Probationary Teacher Evaluation	<ul style="list-style-type: none"> • Preview of the evaluation process • Training/Orientation • Probationary Evaluation <ul style="list-style-type: none"> ○ Pre-Observation Conference ○ Formal Observation ○ Collection of Artifacts ○ Peer Observation ○ Post-Observation Conference 	1hr 20m	10:00 – 11:20
Career/Abbreviated Teacher Evaluation	<ul style="list-style-type: none"> • Demonstration of career/abbreviated evaluation 	15m	11:20 – 11:35
Snapshot of Reporting	<ul style="list-style-type: none"> • How to run standardized reports 	10m	11:35 – 11:45
Targeted Announcements	<ul style="list-style-type: none"> • Creating & Managing Targeted Announcements 	15m	11:45 – 12:00
Closing	<ul style="list-style-type: none"> • Debrief and Review 	15m	12:00 – 12:15

LEA Educator Effectiveness Training (Afternoon Session)

Section	Topics Addressed	Length Of Section	Time
Introductions	<ul style="list-style-type: none"> • Introductions • Review Agenda and Objectives 	10m	12:45 – 12:55
Portal	<ul style="list-style-type: none"> • Home Base Portal Overview • Teacher View v. Principal View 	10m	12:55 – 1:05
Staff Performance Tools (Principals/Administrators only)	<ul style="list-style-type: none"> • How to access a teacher's plan • How to assign an evaluator to a teacher • Staff Details 	40m	1:05 – 1:45
Teacher Professional Development Plan	<ul style="list-style-type: none"> • Starting the process • Self-Assessment • Professional Development Plan <ul style="list-style-type: none"> ○ Mid-Year Review ○ End of Year Review • Record of Teacher Activities 	50m	1:45 – 2:35
BREAK		10m	2:35 – 2:45
Probationary Teacher Evaluation	<ul style="list-style-type: none"> • Preview of the evaluation process • Probationary Evaluation <ul style="list-style-type: none"> ○ Pre-Observation Conference ○ Formal Observation ○ Collection of Artifacts ○ Peer Observation ○ Post-Observation Conference 	1hr 20m	2:45 – 4:05
Career/Abbreviated Teacher Evaluation	<ul style="list-style-type: none"> • Demonstration of career/abbreviated evaluation 	15m	4:05 – 4:20
Snapshot of Reporting	<ul style="list-style-type: none"> • How to run standardized reports 	10m	4:20 – 4:30
Targeted Announcements	<ul style="list-style-type: none"> • Creating & Managing Targeted Announcements 	15m	4:30 – 4:45
Closing	<ul style="list-style-type: none"> • Debrief and Review 	15m	4:45 – 5:00