



ARIZONA SCHOOL  
ADMINISTRATORS

PRESENTS

# QUALIFIED EVALUATOR TRAINING

**2010-2011**

## ASA offers Level I, Level II, Level III & Level IV Qualified Evaluator Training

### **LEVEL I AND LEVEL II**

These workshops focus on the components and techniques of teacher appraisal. In order to become fully qualified in all aspects of teacher appraisal, participants must enroll in both Level I and Level II training.

#### Level I Training Objectives

- Understand the purposes of the evaluation process
- Understand the essential components of an evaluation system
- Distinguish between supervision and evaluation
- Understand how to integrate supervision in the evaluation process
- Identify and apply criteria used to evaluate a teacher's effectiveness
- Accurately record and analyze evidence of the criteria in lessons
- Identify evaluation timelines
- Understand how to achieve inter-rater reliability in the evaluation process

#### Level II Training Objectives

- Select appropriate objectives for both supervision and evaluation conferences
- Plan and conduct an effective supervision conference
- Plan and conduct an effective evaluation conference
- Understand the use of human relations skills in the conferencing process
- Understand how to collect and organize documentation of all aspects of a teacher's performance
- Understand how to develop professional growth plans

### **LEVEL III AND LEVEL IV**

These workshops are for participants who have completed Level I and Level II Qualified Evaluator Training and want to refine the analysis and conferencing skills covered in Levels I and II. Participants can attend either workshop as often as desired because the classroom episodes used are different each session.

#### Focus of Level III is practice and refinement of

- Understanding the differences in the common forms of supervision and how to select the appropriate form
- identification of common indicators of the appropriate or inappropriate use of basic instructional skills
- analysis of classroom instruction using the common indicators

#### Focus of Level IV is practice and refinement of

- development of appropriate conference objectives
- planning and conducting an effective conference which results in more effective classroom instruction
- use of human relations skills in the conferencing process
- participants should **bring Level III notebook** to this training

**Each Level is a Separate Fee**  
 You must pay for each day  
 you attend.



## 2010-2011

### WORKSHOP DATES & SITES

July 21	Level I - FULL	ASA Office
July 22	Level II - FULL	ASA Office
August 16	Level I - FULL	ASA Office
August 17	Level II - FULL	ASA Office
August 23	Level I	ASA Office
August 24	Level II	ASA Office
August 26	Level I	Flowing Wells USD Office
August 27	Level II	Flowing Wells USD Office
September 9	Level I	Flagstaff USD Office
September 10	Level II	Flagstaff USD Office
September 13	Level I	ASA Office
September 14	Level II	ASA Office
September 20	Level I	ASA Office
September 21	Level II	ASA Office
October 18	Level III - FULL	ASA Office
October 19	Level IV - FULL	ASA Office
October 28	Level I	ASA Office
October 29	Level II	ASA Office
December 2	Level III	ASA Office
December 3	Level IV	ASA Office
January 13	Level I	ASA Office
January 14	Level II	ASA Office
February 17	Level III	ASA Office
February 18	Level IV	ASA Office

Arizona School Administrators  
 1910 W. Washington Street  
 Phoenix, AZ 85009

PHONE: (602) 252-0361 or 1-800-472-9753  
 FAX: (602) 252-8862

**Participants have to make their own  
 lodging arrangements.**

### PHOENIX WORKSHOP AGENDA

7:45 Registration and Coffee  
 8:00 (please be on time) Workshop Begins  
 12:00 Working Lunch  
 3:30 Workshop Ends

### TUCSON/FLAGSTAFF AGENDA

8:15 Registration and Coffee  
 8:30 (please be on time) Workshop Begins  
 12:00 Working Lunch  
 4:00 Workshop Ends

*Please note:*  
**ASA cannot register anyone  
 without receiving the  
 registration form with P.O./Check**  
*(make sure to send a copy of the registration form to  
 your purchasing department when requesting a P.O.)*

**ADDITIONAL INFORMATION**  
 A confirmation letter will be e-mailed to you a few weeks before the workshop. Please add [margo@azsa.org](mailto:margo@azsa.org) to your allowed list in order to keep the e-mail confirmation letter from being marked as spam or going into your junk e-mail. You may call the ASA Office (602-252-0361/ 1-800-472-9753) to make sure we received your paper work.

**NO WALK-INS WILL BE  
 ACCEPTED**

If you have not received an e-mail confirmation letter prior to the workshop please call the ASA office before attending to make sure you are registered.

**IN ORDER TO REGISTER  
 CHECK OR P.O. MUST BE RECEIVED WITH FORM**

NAME \_\_\_\_\_  
 POSITION \_\_\_\_\_  
 SCHOOL/DIST \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_  
 E-MAIL \_\_\_\_\_

*Confirmations will be e-mailed*

**PHOENIX WORKSHOPS FEE**  
 ASA Member: \$115 per day  
 Non-Member: \$165 per day

**FLAGSTAFF/TUCSON WORKSHOPS FEE**  
 ASA Member: \$125 per day  
 Non-Member: \$175 per day

**NO REFUNDS or RESCHEDULING**

Due to limited space, registration will be made on a space-available basis upon receipt of P.O./Check and completed registration form. **NO WALK-INS ACCEPTED**

(REMINDER EACH LEVEL BELOW IS A SEPARATE DAY)

<div style="background-color: #000080; color: white; padding: 2px; text-align: center; margin-bottom: 5px;"><b>LEVEL I</b></div> <p>___ July 24          ___ August 16          ___ August 23          ___ August 26 -Tucson          ___ September 9-Flagstaff          ___ September 13          ___ September 20          ___ October 28          ___ January 13</p>	<div style="background-color: #000080; color: white; padding: 2px; text-align: center; margin-bottom: 5px;"><b>LEVEL II</b></div> <p>___ July 22          ___ August 17          ___ August 24          ___ August 27 -Tucson          ___ September 10 -Flagstaff          ___ September 14          ___ September 21          ___ October 29          ___ January 14</p>
<div style="background-color: #000080; color: white; padding: 2px; text-align: center; margin-bottom: 5px;"><b>LEVEL III</b></div> <p>___ October 18          ___ December 2          ___ February 17</p>	<div style="background-color: #000080; color: white; padding: 2px; text-align: center; margin-bottom: 5px;"><b>LEVEL IV</b></div> <p>___ October 19          ___ December 3          ___ February 18</p>

Mail to: ASA, 1910 W. Washington St., Phoenix, AZ 85009  
 Phone: (602) 252-0361 FAX: (602) 252-8862

**ASA OFFICE USE ONLY**

CHECK# \_\_\_\_\_ TOTAL \_\_\_\_\_  
 PO# \_\_\_\_\_ INVOICE# \_\_\_\_\_  
 R-4063 DEPOSIT# \_\_\_\_\_