



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**

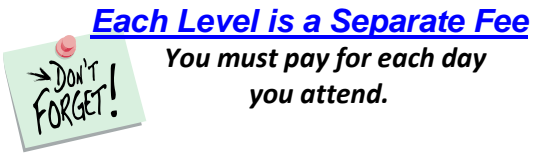
These workshops are for participants who have completed Level I and Level II Qualified Evaluator Training and want to refine the analysis and conferencing skills covered in Levels I and II. Participants can attend either workshop as often as desired because the classroom episodes used are different each 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	ASA Office
July 22 Level II	ASA Office
August 16 Level I	ASA Office
August 17 Level II	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	ASA Office
October 19 Level IV	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)

<b>LEVEL I</b>	<b>LEVEL II</b>
___ July 21	___ July 22
___ August 16	___ August 17
___ August 23	___ August 24
___ August 26 -Tucson	___ August 27 -Tucson
___ September 9-Flagstaff	___ September 10 -Flagstaff
___ September 13	___ September 14
___ September 20	___ September 21
___ October 28	___ October 29
___ January 13	___ January 14
<b>LEVEL III</b>	<b>LEVEL IV</b>
___ October 18	___ October 19
___ December 2	___ December 3
___ February 17	___ February 18

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# \_\_\_\_\_