

# ARIZONA SCHOOL ADMINISTRATORS

# Qualified Evaluator Training-Level I

## Relevant Evaluations In Today's Schools



Only 27 participants per training

for the safety of our participants

**NO WALK-INS NO EXCEPTIONS**

*You will not be able to stay if you are not registered.*

Call the ASA Office to make sure you are registered before attending.

### Upon Registration

Confirmation will be emailed from the ASA Office directly to the participant only. (if you receive an email from your school or district it is not a valid email confirmation)

Training is held at the ASA Office unless indicated.

Registration 7:30 a.m.– 8:00 a.m.

Training 8:00 a.m.– 3:30 p.m.

a boxed lunch will be provided for on-site trainings (for special diets, please feel free to bring your own lunch)



1910 W. Washington St., Phx, AZ 85009  
Phone: (602) 252 0361 / 1 800 472 9753  
www.azsa.org

This two day training workshop focuses on the components and techniques of observing and evaluating classroom instruction. In order to fulfill the training objectives and receive Qualified Evaluator Certificate participants must be present both days.

### Training Objectives

- Understand the purposes of the evaluation process
- Understand the essential components of Arizona's evaluation requirements
- Distinguish between observation 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
- Select appropriate objectives for both observation and evaluation conferences
- Plan and conduct an effective post observation 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

### REGISTRATION

NAME \_\_\_\_\_ POSITION \_\_\_\_\_  
 DISTRICT \_\_\_\_\_ SCHOOL \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
 PHONE (\_\_\_\_) \_\_\_\_\_ E-MAIL \_\_\_\_\_

REGISTRATION CONFIRMATION EMAIL MUST HAVE COME FROM THE ASA OFFICE

### NO REFUNDS or RESCHEDULING

**FEES:** \_\_\_\$240 ASA Member (member# \_\_\_\_\_) \_\_\_\$440 Non-Member

### 2020-21 TRAINING DATES:

~~FULL July 8-9~~   ~~FULL Aug. 13-14~~   ~~FULL Sept. 2-3~~ (Virtual)   ~~FULL Sept. 9-10~~ (Virtual)  
 FULL Sept. 30-Oct. 1 (Virtual)   FULL Oct. 8-9 (Virtual)   FULL Nov. 5-6 (Virtual)   \_\_\_ Jan. 11-12 (Virtual)

**ASA Must Receive Form with P.O. or Check to Register**

**(DO NOT send Form by itself-we cannot hold spots)**

ASA, 1910 W. Washington St., Phoenix, AZ 85009

Email: johnh@azsa.org FAX: 602-252-8862

**Credit Card Payment** -\$5.00 service fee (only Visa, Mastercard, Discover accepted)  
 (First-email form to carmen@azsa.org, Second-call ASA with card information)

ASA OFFICE USE ONLY- do not write below

R-4063

CH# \_\_\_\_\_ PO# \_\_\_\_\_ INV# \_\_\_\_\_ DEP# \_\_\_\_\_ TOTAL \_\_\_\_\_