

Considerations for Hosting District ESE Evaluator Capacity PLN

The suggestions on this form are to help you design a meaningful and efficient cross-site visit with a partner district that makes the most of your visitors' time and does not interfere with the vital work going on in your district.

As you plan your visitors' day, try to be mindful of the size of the group. If a large number of educators will be coming from your partner district; you may want to offer time for smaller group conversations to happen.

Above all, try to make sure your visitors can see the elements of your evaluation system that most directly impact your district's evaluator capacity. For example:

- Evidence collection and data management: How do you maximize efficiency?
- Teachers' impressions of the evaluation process: Is it efficient? Fair? Effective?
- Evaluation responsibilities: Who has them?
- Feedback sessions: What do they look like? How are they calibrated?

If your district has multiple campuses, you may want to consider asking teachers from another campus to be available for comment. The sample schedule on the back of this page allows for an elementary and secondary teacher interview as an example.

Below is a list of elements that you may want to consider in designing the schedule for your visit:

- Tour of Campus
- Principal Interview
- Forms and Systems Overview
- Teacher Focus Group
- Teacher Interview
- Other Evaluators/Department Heads Interviews
- Classroom Observations or Walkthroughs
- Relevant Professional Development
- Team Meetings
- Cross-District Debrief Session

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Sample Schedule: Evaluator Capacity PLN visit

Time	Activity	Room	Host District Staff Involved
7:45-8:00	Tour Campus, Overview of the Day	all campus	CA
8:00-9:00	Principal Interview	101	CA
9:00-10:00	Overview of Forms and Systems	101	CA
10:00-10:30	Teacher Focus Group	200	RN, KJ, SL, DL, AJ
10:30-11:00	Teacher Interviews: 2 secondary, 1 elementary	201/202/203	HP, SL, MC
11:30-12:00	Feedback Session	200	CA
12:00-12:30	Lunch	off campus	
12:30-1:00	Teacher Focus Group #2	200	RN, TM, DD
1:00-2:00	Evaluators/ Team Heads	201/202/203	MW, SL, KB
2:00-3:00	Debrief w/PLN representatives	101	CA, JS, KW, NK, MC