

SCHOOL DISTRICT OF THE CITY OF SAGINAW  
Evaluator Training Plan  
Danielson Group

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## **Content**

- Training dates: June 15, 2016 and August 10, 2016
- Two days training for administrators (principals, asst. principals, central office administrators)
- Topics: Day One - Observation Skills; Day Two – Learning-focused Conversations

## **Participants and Prior Knowledge**

- Apx. 27-30 participants – all administrators
- Although the district has been using the *Framework for Teaching* for several years, there has been no formal training from the Danielson Group. New state law requires training in the evaluation system; HR Director initiated the need for the FfT training.
- All evaluating administrators need development in observing and providing effective feedback through the Danielson framework relative to conversations that hold staff members accountable in addition to yielding improvement in instruction and ultimately student achievement.

## **Space and Materials Needed**

- Training location: Willie E. Thompson Middle School  
3021 Court St.  
Saginaw, MI 48602
- Participants will need the following materials:
  - 2007 text, *Enhancing Professional Practice*
  - 2013 *Framework for Teaching* Evaluation Instrument
    - Order from [www.danielsongroup.org](http://www.danielsongroup.org)
  - *Learning-Focused Supervision* by Laura Lipton & Bruce Wellman
    - Order from [www.miravia.com](http://www.miravia.com)
  - Handout for Observation Skills and Smart Card (2-sided)

- Each table group will need:
  - Highlighters
  - Post-it notes
  - Markers
  - Index cards
  - Name tags (stick-on are fine)
- Equipment/materials for presenter:
  - LCD projector/screen/sound system
  - Extension cord
  - Flip Charts
  - Chart stands (2-3 if possible)
  - Markers for charts

### **Timeframe for Training**

- June session is the last week of administrators 2015-16 year; August session is during the first week all administrators will be together for SY 2016-17.
- Training times: 8:00 am – 3:00 pm with an hour for lunch and breaks in the morning/afternoon
- Presenter will arrive around 7:00-7:15 am each day to set up for session

### **Tasks**

- Ms. Olcott will send to the Professional Development Office:
  - Handouts for Observation Skills seminar and Smart Card electronically (today)
- The Professional Development Office will:
  - Provide each participant with seminar materials and handouts
  - Provide supplies/equipment as listed above
  - Provide Peggy with MI Domain 5 rubrics.

Please feel free to contact me with any additional question/concerns. I am delighted with this opportunity to work with you and your district.