Florida Department of Education Training Guidelines
Training Evaluators in District Instructional and Administrator Evaluation Systems

Evaluators provide recurring feedback to guide growth in proficiency in district priorities and also provide summative performance ratings.

District training for those who function as evaluators in any of the district's instructional or administrator evaluation systems should include the following:

1. The research framework(s) on which the evaluation system is based: Each research framework is associated with particular approaches to instruction or leadership. The research aligned with the district framework(s) is a useful source of deeper understanding of how to implement strategies correctly and in appropriate circumstances. Evaluators can provide better feedback to sub-ordinates when they understand the research framework.

2. Inter-rater reliability: Evaluators in the district should be able to provide sub-ordinates similar feedback and ratings so that there is consistent use of the evaluation system across the district. This is promoted by training on the following:

    a. The "look fors" – what knowledge, skills, and impacts are identified as system priorities by inclusion of indicators in the evaluation system.

    b. The rubrics – how to distinguish proficient levels.

    c. Rater reliability checks – processes for verifying raters meet district expectations in using the rubrics.

3. Specific, actionable, and timely feedback processes: What evaluators observe does not promote improvement unless it is conveyed to employees in a specific, actionable, and timely manner. Training on how to do so is essential.

4. Conference protocols and use of forms: What is required regarding meetings, conference procedures, use of forms, and records?

5. Processes and procedures for implementing the evaluation system:

    a. Evidence gathering: What sources are to be used?

    b. Timeframes and record keeping

    c. Scoring rules

    d. Use of forms

6. Student growth measures: What are the district's requirements regarding use of student growth measures in the district's evaluation system?

7. Sources of information about the evaluation system: Where can evaluators and employees access manuals, forms, and other documents regarding the evaluation process?

8. Procedures for training employees on the evaluation process.

9. Additional metrics: Training on any additional metrics used to supplement the practice portion of the evaluation.