

Iowa Evaluator Approval Training Program III

FREQUENTLY ASKED QUESTIONS (JULY 2011-2012)

Participants - Course Registration and Responsibilities

What is Evaluator Approval Level III?

Answer: A third level of Evaluator Renewal that includes a common learning module Assessing Academic Rigor. In addition, a module entitled Fierce Conversations is available through the Area Education Agencies.

Who is eligible for completing courses in Evaluator Approval Level III?

Answer: This course is for any individual who has completed and submitted Evaluator I or Evaluator II.

What are the modules that a participant may take to complete the requirement for Evaluator Approval Level III?

Answer: Each participant must complete four credits for renewal of his/her evaluator approval. The courses must come from the approved list:

- *Assessing Academic Rigor* (2 credits) – Required
- AND**
- *Two additional credits, two of which **may** be Fierce Conversations* (2 credits)

After completing Level II renewal I have already completed two additional credits, may I use those two additional credits and the Assessing Academic Rigor course for renewal?

Answer: Yes, the Iowa Board of Educational Examiners (BOEE) does understand that some professionals have already completed two additional hours and were awaiting information from the DE about future evaluator training to complete the necessary four renewal credits. To accommodate those individuals, the DE will allow a professional to use credits accumulated prior to June 30, 2012, plus the **Assessing Academic Rigor** module for renewal purposes.

If I obtain my Level III renewal and after that the requirements for Level III renewal change, will I have to obtain a second version of Level III renewal?

Answer: To be determined.

How do participants register for the courses related to Evaluator Approval Level III?

Answer: Each participant will register through an AEA offering the desired course.

What is the charge for participation in each course?

Answer: Each course fee qualifying for Evaluator Approval Level III is \$275.00 plus any potential resource/book charge.

Who is responsible for paying for the \$275 for each course?

Answer: The administrator completing each course is responsible for either paying for each course or arranging for payment of the course.

What additional costs will a participant have for each course?

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Answer: Each participant is responsible for the resource/book needed for the course and any travel expenses.

Are there pre-assignments for Assessing Academic Rigor?

Answer: This will vary from course to course.

What if a participant misses a class? What are the attendance requirements?

Answer: Please check your schedule. The AEAs will not be offering these courses simultaneously, so it will be difficult to make up course time and work. A participant **MUST** complete all 30 hours of the course to receive the credits. An attendance policy/procedure will be provided with each course.

How are participants graded?

Answer: Participants must complete all assignments at a minimum designation of satisfactory based on a rubric and attend all classes to minimum expectations for each course.

How does a participant get his/her certificate to provide to the BOEE (Board of Educational Examiners)?

Answer: The enrolling AEA will provide to SAI a list of individuals who have satisfactorily completed course requirements. SAI will then issue a certificate of completion. The participant is required to submit the SAI certificate to the BOEE when ready to update his/her license.

AEA Responsibilities

Is there an AEA point person for communication with trainers?

Answer: The Evaluator Advisory committee will seek the name/contact information for a point person from each AEA. This information will be shared with each trainer, whose contact information will be shared with the AEA point person. These individuals will work together to establish delivery of the course(s) in each AEA; they will also assure the course(s) offered, including their dates and sites, are noted on the leadership web site, <http://www.iowaschoolleadership.org/>

What are AEA responsibilities for each course, based on the \$275.00 paid to the AEA by each participant?

Answer: The AEA is responsible for the following based on the \$275.00 enrollment fee of each participant:

- Registration and communication regarding the training logistics
- SAI Notification: Each AEA will share a list of participants who completed the course, including mailing address and folder number, to SAI in addition to \$10 for each participant who completed the course satisfactorily.
- Materials & equipment - Please contact your respective AEA Professional Development Coordinator.
- Printing, with blackline/copy ready masters available at a designated web site available to AEA contact and certified trainers/facilitators
- Fee for facilitators/trainers: \$1750 for each of the two trainers/facilitators
- Expenses for facilitators/trainers: travel, lodging of each trainer/facilitator, as needed

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- Site costs

Is there a certain number of participants that is a cap for the trainer/facilitator stipend of \$1750 for each trainer/facilitator? A minimum number?

Answer: Each facilitator/trainer will be paid \$1750 for 20-24 participants. To assure that AEAs do not lose any money providing the course, they should offer the course with a minimum of 20 participants. If, however, they are able to minimize expenses shared above, they could consider a lower number of participants for each course, particularly in some of the smaller AEAs

Additional Information

Who is on the Evaluator Advisory Committee?

Answer: Mike Book (ISU), Jeff Burchfield (principal), Chris Day (consultant), Bill Decker (superintendent), Mary Delagardelle (IASB), Peg Erke (principal), Sharon Kurns (AEA), Jan Norgaard (AEA), Lou Howell (consultant), Kim Huckstadt (superintendent), Carol Lensing (consultant), Matt Ludwig (DE), George Maurer (BoEE), Cathy Molumby (superintendent), Tom Narak (superintendent), Nick Ouellette (principal), Marietta Rives (DE), Mary Beth Schroeder Fracek (DE), Dan Smith (SAI), Ann Sullivan (AEA), Jere Vyverberg (superintendent), Warren Weber (consultant)

Who are the trainers? How were trainers selected for Assessing Academic Rigor?

Answer: Since Assessing Academic Rigor will be required for all, it was the first module developed. Trainer application information was provided through SAI, the DE, and the AEAs. Applications were submitted and reviewed by a sub-committee of the Evaluator Advisory committee. The following criteria were considered: statewide balance across the AEAs, role balance (representatives from within AEAs, as well as individuals with experience as an educational practitioner), reference recommendations, trainer experience (Evaluator I/II or other courses/experiences with similar expectations). The list of selected trainers was approved by the Evaluator Advisory committee, each AEA's Ed. Services director, and AEA chief administrators.

How many trainers are there for each course?

Answer: The current plan is that each course will have two trainers (one individual with district leadership experience and one with professional development experience) unless there are extenuating circumstances.

If a trainer is an employee and is on contract with an agency when the training is offered, where does the money for the facilitators/trainers charges go?

Answer: If the employee is being paid his/her per diem through the organization's contract, then the stipend portion of the fee would remain with the organization.

How do we assure consistency in delivery and content across the state in each of the courses provided?

Answer: The Iowa Department of Education will provide an approved syllabus and common training and materials for all trainers. All participants will be asked to complete an online evaluation upon completion of each course.

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