



Virtual Training Dates

January 2025

January 15

4 – 6 p.m.

January 25-26

8 a.m. – 4:30 p.m.

Register Today!

Registration fee of \$150 per session includes training materials and assessment

Space is limited to 25 participants

Registration form

**must be received by January 7, 2025
NO EXCEPTIONS!**

Presented
in partnership with
West 40 Intermediate
Service Center



Illinois Federation of Teachers
A Union of Professionals

Contact us at
btwillie@ift-aft.org
with questions

Illinois Federation of Teachers 2025 Union Leadership Institute: Administrator Academy Initial Teachers Evaluation Training - ISBE #AA2001

IFT is offering this course as part of our Union Leadership Institute program to support unions as they implement a locally bargained appeals process. Participants who successfully complete this two-day course are designated in ELIS as qualified evaluators of teachers in their work on the local appeals process.

Participants must complete and submit pre-work, complete both full days of training and successfully complete an assessment in order to qualify as an evaluator.

This training qualifies for Professional Development credit or Administrator Academy credit. Successful completion earns the state teacher evaluator credential.

The \$150.00 registration fee includes all course materials, scoring and PD/AA credit.

COURSE REQUIREMENTS

This training aligns to the Illinois School Code competencies defined by Administrative Code Part 50, Section 50.420 (a-b). It is strongly recommended that participants be familiar with – even better – experienced with - the *Danielson Framework for Teaching* before registering and attempting this course.

- Participants must complete pre-work. These materials will be provided 14 days prior to the training date and must be completed and returned no less than 3 days prior to the training date. Allow approximately 3 hours to complete this pre-work.
- Participants must complete both days of in-class work.
- Participants must complete a three-hour, in class post-assessment exam that is comprised of objective and essay questions. Final grades for this assessment will be transmitted within seven business days of the completion of the training.

REGISTRATION DEADLINES

- Registration forms must be received completed and submitted by **January 7, 2025**
- Participants will receive the required Pre-work activity via their G-mail account by **January 9, 2025**
- Cancellations with requests for refund must be received by **January 15, 2025**. IFT is unable to issue a refund or allow a substitution for cancellations if Pre-work has been submitted.
- Participants will receive registration confirmation along with their Pre-work 14 days prior to their training date via their Google G-mail account.

TRAINING DATES

2025 VIRTUAL TRAINING SESSION – January 15, 25 & 26, 2025
(pre-work due by 8 a.m. on January 22, 2025)

Wednesday, January 15 th	4:00 – 6:00 p.m.
Saturday, January 25 th	8:00 a.m. – 4:30 p.m.
Sunday, January 26 th	8:00 a.m. – 4:30 p.m.

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A Union of Professionals

Union Leadership Institute

Illinois Federation of Teachers Administrator Academy

Initial Teachers Evaluation Training - ISBE #AA2001

SPECIAL CONSIDERATIONS FOR THIS COURSE

- Participants should bring a wi-fi enabled digital device (laptop computer preferred) with a charger. The screen and keyboard should be comfortable for entering answers to essay questions.
- This training requires a Gmail email address. If necessary, please obtain one prior to registration. Participants should provide this G-mail address on completed registration forms. All pre-work materials will be emailed to this Gmail address 14 days prior to the initial training day.
- Participants should check their G-mail inbox to ensure that all pre-work communications and materials.
- All pre-work responses must be completed on the Google form in one sitting and submitted to the IFT no less than three days prior to the training day. Answers cannot be saved on this Google form and will be lost if the file is closed before clicking SUBMIT. Our trainers encourage participants to first record answers in a word processing file and then copy/paste them into the Google form for submission. Please allow 2-3 hours to complete this pre work exercise.
- Participants must attend both days of the training session in their entirety AND pass the post-assessment in order to receive their evaluator credential and PD/AA credit. Participants who fail to meet these conditions will not be credentialed, will not receive credit, will be unable to transfer to another session and will not be refunded for registration fees

LEARNING OUTCOMES

- Participants will be able to use assessments and measurement models in determining the student growth attributable to individual teachers and to understand how different types of assessments are used for measuring growth.
- Participants will be able to use data from the evaluation rubric, other evidence collected and best practices relative to evaluating student growth, to link teacher and school-level professional development plans to evaluation results.
- Participants will create, in collaboration with teachers, supportive, targeted professional development plans that consider past results, contribute to professional growth, and assist teachers in aligning professional development and goal-setting to school improvement goals.
- Participants will communicate evaluation outcomes and findings in constructive and supportive ways that enable teachers to set goals and improve practice.
- Participants will demonstrate a high rate of inter-rater reliability using the required performance evaluation ratings (i.e., “excellent,” “proficient,” “needs improvement,” and “unsatisfactory”).
- Participants will observe instruction competently in multiple subject areas provided to varied and multiple student populations (i.e., English language learners, students with IEPs, students in career and technical programs, etc.)
- Participants will use data from the evaluation rubric, other evidence collected and best practices relative to evaluating professional practice, to link teacher and school-level professional development plans to evaluation results.
- Participants will know how to create, in collaboration with teachers, supportive, targeted professional development plans that consider past results, contribute to professional growth and assist teachers in aligning PD and goal-setting to SIP goals.
- Participants will communicate evaluation outcomes and findings in constructive and supportive ways that enable teachers to set goals and improve professional practice.
- Participants will understand sources of personal bias and be able to recognize and control for bias when conducting an evaluation and determining results.

CANCELATIONS

All changes or cancellations must be received in writing to btwillie@ift-aft.org. Requests for refunds that are received less than five days prior to the training date are subject to vendor terms. Participants who do not cancel their registration and who are not in attendance are responsible for full payment.

[**Click here to register online today!**](#)