



Educator Performance and Support System (EPSS): Summer Training Opportunities 2013

District Configuration Administrator Sessions- All LEAs

Recommended Participants: District Administrators, Other Key Staff who will play a role in managing the evaluation process at the district level *Note- All LEAs using the EPSS will need to identify at least one District Configuration Administrator and are encouraged to attend one of the training sessions offered.*

Content Overview: The purpose of the District Configuration Administrator training sessions is to prepare participants to use the EPSS effectively to manage and monitor the evaluation process at the district level. The session will include hands-on practice in the system. Each session will cover the following topics:

- Critical set-up tasks and deadlines for the beginning of the school year
- How RIDEmap roles impact EPSS access and how to manage them
- Assigning and updating evaluation caseloads for principals and other evaluators
- Using the EPSS to evaluate school leaders (will highlight key system improvements for SY 2013-14)
- Reporting at the building and district levels
- Supporting LEA staff, including setting up EPSS trainings in the EPSS sandbox and an overview of key functions that support professionals, teachers and principals using the EPSS will need to know

Dates: July 8th 9am-12 pm; July 9th 1pm-4pm; August 7th 1pm- 4pm

Location: Pawtucket Administration Building, 286 Main St. Pawtucket, RI

Registration: Register using the eRIDE calendar

<http://www.ride.ri.gov/TeachersAdministrators/ProfessionalDevelopment.aspx>

School Leader Sessions-RI Model LEAs

Recommended Participants: Principals and other building administrators, other staff assisting in evaluation process in LEAs using the RI Model. . *Note- Alternate Model LEAs can contact RIDE to set up model-specific trainings*

Content Overview: The purpose of these sessions is to prepare school leaders to how use the EPSS to manage and monitor the evaluation process at the school level. The session will include hands-on practice in the system. Each session will cover the following topics:

- Using the EPSS to evaluate teachers and support professionals (will highlight key system improvements for SY 2013-14)
 - Evaluation component organization
 - Teacher/support professional-initiated forms: completion, submission and approval
 - Evaluator-initiated forms: completion, submission and approval
- Uploading and managing evaluation artifacts
- Reporting at the building level
- Working with your District Configuration Administrator to update your evaluation caseload
- Working with your SSO Administrator to add or remove staff
- Setting up EPSS trainings in the EPSS sandbox
- Troubleshooting issues

Dates: July 8th 1pm- 4pm; July 9th 9am-12pm; July 30th 9am- 12 pm; July 31st 9am-12pm, July 31st 1pm-4pm; August 1st 1pm-4pm; August 20th 1pm- 4pm

Location: Pawtucket Administration Building , 286 Main St. Pawtucket, RI

Registration: Register using the eRIDE calendar

<http://www.ride.ri.gov/TeachersAdministrators/ProfessionalDevelopment.aspx>

Teacher Leader Training Sessions – RI Model LEAs

Recommended Participants: Lead Teachers and other staff who will assist in training teachers in LEAs implementing the RI model. *Note- Alternate Model LEAs can contact RIDE to set up model-specific trainings*

Content Overview: The purpose of these sessions is to prepare teachers to use the EPSS to manage their own evaluation information. LEAs are encouraged to designate teacher leaders or other school leaders to attend to support and train others in using the system throughout the year. Each session will cover the following topics:

- Using the EPSS to manage evaluation records:
 - My evaluation caseload dashboard
 - Teacher-initiated forms: completion, submission and approval
 - Identify which forms are teacher-initiated and explain how these forms are started, submitted and updated
 - Practice completing a form
 - Evaluator-initiated forms: completion, submission and approval
 - Identify which forms are educator-initiated and explain how these forms are started, submitted and updated
- Help resources/troubleshooting

Dates: July 30th 1pm-4pm; August 1st 9am-12pm; August 7th 9am-12pm; August 20th 9am- 12pm

Location: Pawtucket Administration Building , 286 Main St. Pawtucket, RI

Registration: Register using the eRIDE calendar

<http://www.ride.ri.gov/TeachersAdministrators/ProfessionalDevelopment.aspx>

Other Training Supports- All LEAs

Training Sandbox for LEAs- Starting in August 2013, each LEA using the EPSS will have access to a “training sandbox” to use to set-up and run independent trainings for staff as needed. The Evaluation Model content in the Sandbox will be aligned to the Evaluation Model the LEA has adopted and will allow LEAs to demo and practice evaluations for Building Administrators, Support Professionals and Teachers. School Leaders and District Administrators who attend the training sessions in July and August will receive an overview of how to set up Sandbox training sessions. A toolkit for using the sandbox, along with details about how to access your LEA’s sandbox site will also be available for all School Leaders and District Administrators in August 2013.

Training for Support Professionals-The Support Professional Evaluation Model will be available in the EPSS at the start of the 2013-14 school year. This new content will be covered in District Administrator and School Leader Training sessions to ensure School and District Leaders are equipped to assist support professionals in their LEAs who will be using the system. A set of online video tutorials and user guides will also be available online in early August.

Help Guides, Video Tutorials- A set of updated EPSS user guides and video tutorials will be available on the RIDE website in August 2013.

For additional information or to set up non-RI model trainings, contact Sandra.forand@ride.ri.gov