



COMMONWEALTH of VIRGINIA
Department of Education

May 17, 2013

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

SUBJECT: Teacher Evaluation Institute: Student Achievement Goal Setting – Practical Guidance and Practice and Teacher Evaluation Institute: Assessment Literacy for Student Achievement Goal Setting

The Virginia Department of Education (VDOE) is pleased to announce two Teacher Evaluation Institutes. The Teacher Evaluation Institute: Student Achievement Goal Setting – Practical Guidance and Practice will be held at The Hotel Roanoke and Conference Center on July 23, 2013. The Teacher Evaluation Institute: Assessment Literacy for Student Achievement Goal Setting will be held at the Doubletree By Hilton Hotel Charlottesville on July 30, 2013, and again on September 24, 2013, at the Holiday Inn Richmond Airport. These one-day Institutes will provide targeted technical assistance and professional development opportunities to school central office leaders, principals, and teachers in the implementation of the Board of Education's recommended model teacher evaluation system.

The Teacher Evaluation Institute: Student Achievement Goal Setting – Practical Guidance and Practice. This Institute is a repeat of technical assistance provided at a Teacher Evaluation Institute offered spring 2013. The Institute will provide support to school division leaders, teachers and building administrators in the implementation of the *Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers* with specific attention given to using Student Achievement Goal Setting to evaluate Standard 7 - Academic Progress. Participants will receive practical guidance in writing and evaluating student achievement goals and will participate in simulated goal-writing activities.

The Teacher Evaluation Institute: Assessment Literacy for Student Achievement Goal Setting. This Institute will include new technical assistance and is designed to support and strengthen teachers' and administrators' knowledge of assessments used to determine student academic progress as a part of teacher evaluation. Participants will be provided guidance in how assessments may be used to demonstrate student academic progress as well as how to analyze students' academic progress for the purposes of student achievement goal setting and teacher evaluation.

Participant capacity for the Institutes is limited. School divisions are encouraged to send central office leaders, principals, and teachers to the Institutes. Each school division will be guaranteed a space for at least one participant at the Teacher Evaluation Institute: Student Achievement Goal Setting – Practical Guidance and Practice. Each school division will be guaranteed two participants at the Teacher Evaluation Institute: Assessment Literacy for Student Achievement Goal Setting. The two participants may attend the same location, or one participant may attend one location and the other participant the second location. Depending on the availability of space, it may be possible for additional participants to attend. Please have your designated guaranteed participants register online for the Institute(s) they will be attending. They will also be able to enter the names of participants to be placed on a waiting list to attend if space is available (e-mail addresses and phone

numbers will be required). Registration for available additional participants will be provided on a first-come, first-served basis until all participant spaces are filled. Those participants will receive an e-mail notifying them that they have been selected to attend.

Registration – The Office of Continuing and Professional Education at Virginia Tech will manage registration. The registration process can be completed online at <http://www.cpe.vt.edu/reg/eval/>. Online registration will close on June 28, 2013, for the July 23 and July 30 Institutes and on September 6, 2013, for the September 24 Institute.

Institute Sites

Teacher Evaluation Institute: Student Achievement Goal Setting – Practical Guidance and Practice – July 23

The Hotel Roanoke and Conference Center
110 Shenandoah Avenue
Roanoke, Virginia 24016

Teacher Evaluation Institute: Assessment Literacy for Student Achievement Goal Setting – July 30

Doubletree By Hilton Hotel Charlottesville
990 Hilton Heights Road
Charlottesville, Virginia 22901

Teacher Evaluation Institute: Assessment Literacy for Student Achievement Goal Setting – September 24

Holiday Inn Richmond Airport
445 International Center Drive
Sandston, Virginia 23150

Time A continental breakfast will be served from 8:30 a.m. until 9 a.m. The Institute will begin at 9 a.m. and end by 3:30 p.m.

Institute Materials Participant materials and an agenda will be provided at the Institute.

Meals A continental breakfast and lunch will be provided at each Institute.

Lodging School divisions are encouraged to cover lodging and travel expenses for division participants for the training Institute, as the cost is not assumed by the VDOE.

Directions

Site directions may be found as follows:

- The Hotel Roanoke and Conference Center - <http://www.hotelroanoke.com/contact/index.php>
- Doubletree By Hilton Hotel Charlottesville- http://doubletree1.hilton.com/en_US/dt/hotel/CHOSHDT-DoubleTree-by-Hilton-Hotel-Charlottesville-Virginia/directions.do
- Holiday Inn Richmond Airport - <http://www.holidayinn.com/hotels/us/en/sandston/ricst/hoteldetail>

Questions regarding registration should be directed to Nancy Rakes, project registrar, Office of Continuing and Professional Education at Virginia Tech, by e-mail at nancyr@vt.edu or by telephone at (540) 231-2922.

Questions regarding the Teacher Evaluation Institutes should be directed to Mark Allan, director, Licensure and School Leadership, by e-mail at Mark.Allan@doe.virginia.gov or by telephone at (804) 371-2471.

