Qualified Evaluator Administrator Academies Online/Virtual Learning

This initial guidance is provided to support your work as approved trainers. The PEAC Training Committee will be collaborating to update this guidance in the coming weeks as we all learn more about adapting these Administrator Academies to an online/virtual format, intended to be adapted only for this time of school closure.

In order to take the academy in a virtual format, the participant must need the academy for one of the following reasons:
- ○ Imperative for employment in order to evaluate in fall of 2020
- ○ Currently enrolled in a course in a program where this academy is a requirement for course completion or for 2020 graduation

Objectives of this guidance for providers and trainers of AAs 1801, 1448, 1451, 1452, 1865, 2001, and 3000/01/02
- ● Deliver training virtually during the duration of school closure/SAH order
- ● Maintain quality training of evaluators of teachers and principals

Overarching caution to trainers and providers: These AAs were not designed to be delivered online/virtually. Adapting them to this format is a heavy and time-consuming lift for both trainers and participants. If you as a trainer don't feel you can meet all expectations to deliver any of these AAs in this online/virtual format during this time of shut down, then you should not be adapting these AAs to an online format for the duration of school closures.
- ● If you're not comfortable with the technology you're using, and/or are not comfortable helping participants navigate the technology, do not offer these AAs online/virtually.
- ● If you're concerned that your delivery of the content of any of these AAs would shortchange the integrity and standards of the existing course content, do not offer these AAs online/virtually.
- ● If you're concerned that you will not be able to effectively support participants in this online/virtual format, do not offer these AAs online/virtually.

For Providers
Providers of these AAs must ensure the following during the temporary time period when these AAs are delivered online/virtually:
1. Deliver the AA as it has been approved by the Illinois State Board of Education
2. Deliver the AAsynchronously
3. An approved trainer(s) must deliver the synchronous academy
4. Access to the training via a virtual meeting platform, selected at the discretion of the provider, with the capacity to
   a. Host the 25 participants and the trainer(s)

     b. Accommodate breakouts sections
     c. Allow for the electronic delivery of slide deck, handouts, and video material
     d. Allow for the application and dissemination requirements as originally designed

5. Providers should consider the best way to support trainers of these AAs (e.g., computer with two screens to have ample space to deliver content and to monitor participant needs; two trainers to deliver course content and monitor participant chat)
6. When advertising courses during this time period, providers must ensure the course description includes who is eligible to sign up during this time of school closure
7. Provider registration forms should have participants check which category applies to them.
8. Consider smaller class sizes for virtual learning

For Trainers

Specific to AA#2001
1. Place even more emphasis on participants having to know the Danielson Framework for Teaching, to make use of ELN calibration videos, and to have a deep understanding of Part 50.
2. During the assessment, ensure participants stay on camera so you can virtually monitor.

General Guidance
1. Deliver the AA as it has been approved by the Illinois State Board of Education
     a. Course length reflects the original design of the AA
     b. The integrity of the course content and material are maintained
     c. Handouts as designed are maintained
     d. Confidentiality of the the AA2001 assessment is maintained
     e. Activities may be modified so those can be delivered virtually
     f. Expectations of the participants are the same
2. Maintain integrity of the course content while adapting activities to work on virtual format.
3. Consider practicing technology with participants prior to the day of training. If this is not feasible, require participants to sign in at least 30 minutes prior to course start time.
4. Recognize it will be harder for you to field in the moment questions and answers as you'd do in-person training.
5. Flexibility is important to allow for pauses in training to differentiate.
6. At appropriate points, build in reflection time with participants.
7. Ensure that you have access to robust internet access and a plugged-in computer capable of processing the material provided.

For Participants

The participant needs to provide robust internet access and a fully-charged or plugged-in computer capable of processing the material provided.