

ROLES, POSITIONS, AND TASKS

Access to eVAL is provided through OSPI's EDS system
rev. 08/16/2018

eVAL utilizes a unique set of vocabulary to identify the different roles and tasks for those that manage the eVAL tool, evaluate staff, and get evaluated. An eVAL user may be assigned multiple roles at different organizations and organizational levels. For example, in a very small district, a user may be a District Administrator, as well as a School Principal. But the more typical situation would be where a user has one or more roles at a single organization, such as a school or a district.

ORGANIZATIONAL LEVEL: DISTRICT

eVAL Role	Person in District Who May Carry Out This Role	Tasks as a Manager of the eVAL Tool	Tasks as an Evaluator	Tasks as an Evaluatee
DISTRICT SECURITY MANAGER	Official title for one or more district personnel – has no eVAL access or related tasks	<ul style="list-style-type: none"> Creates Accounts Assigns Roles 		
DISTRICT ADMINISTRATOR	<ul style="list-style-type: none"> District Admin Staff Human Resource Staff Learning Support Staff Administrative Assistant Other <p>Note: District Administrators can see evaluation data for Principals.</p>	<ul style="list-style-type: none"> Sets up/Configures eVAL for use in the upcoming year Assigns evaluators and plan type for evaluatees, or assigns this task to School Administrator Grants viewing privileges for District Administrators (of eVAL) and District Evaluators Adds district-specific resources including questions and prompts Views evaluation summaries and reports for Principals Reviews evaluation submission status Reviews district summary reports Gathers data for submission to OSP 		
DISTRICT ASSIGNMENT MANAGER	<ul style="list-style-type: none"> District Admin Staff Human Resource Staff Learning Support Staff 	<ul style="list-style-type: none"> Provides a user access to the "Assignments" screen within the District's Administration section. The 		

	<ul style="list-style-type: none"> Administrative Assistant Other 	user is limited to that section.		
DISTRICT EVALUATOR	District personnel who evaluate Heads of Schools, Principals and Principals	<ul style="list-style-type: none"> Adds to question bank and assigns prompts to Principals Submits final Principal evaluations to District Administrator 	<ul style="list-style-type: none"> Sets up and interacts in goal-setting and observations for Principals Views Principal artifacts, self-assessments and goals Views evaluation summaries and reports 	
DISTRICT-WIDE TEACHER EVALUATOR	District personnel and Principals who evaluate Teachers that teach in multiple buildings	<ul style="list-style-type: none"> Adds to question bank and assigns prompts to Teachers Submits final Teacher evaluations to School Administrator 	<ul style="list-style-type: none"> Sets up and interacts in goal-setting and observations of Teachers Views Teacher artifacts, self-assessments and goals Views evaluation summaries and reports 	
DISTRICT VIEWER	<ul style="list-style-type: none"> District Admin Staff Human Resource Staff Other District Administrators 		<ul style="list-style-type: none"> Has access to selected principals as configured by the eVAL District Administrator 	
DISTRICT CUSTOM USER	This role is for districts that are using a custom eVAL feature developed for their district. District Administrators will be able to view users in this role within eVAL and further map these users to internal eVAL roles that provide custom district functionality.			

ORGANIZATIONAL LEVEL: SCHOOL

eVAL Role	Person in District Who May Carry Out This Role	Tasks as a Manager of the eVAL Tool	Tasks as an Evaluator	Tasks as an Evaluatee
SCHOOL ADMINISTRATOR	<ul style="list-style-type: none"> Principal Vice Principal Counselor 	<ul style="list-style-type: none"> If permitted by the District Administrator (of eVAL), assigns school evaluators and plan type 		

	<ul style="list-style-type: none"> ● Learning Support Staff ● Administrative Assistant 	<ul style="list-style-type: none"> ● Adds school specific resources including questions and prompts ● Views evaluation summaries and reports for Teachers ● Submits final report to District Administrator (of eVAL) 		
HEAD PRINCIPAL	Principals who evaluate Vice Principals	<ul style="list-style-type: none"> ● Adds to question bank and assigns prompts to Vice Principals and Teachers ● Submits final Vice Principal and Teacher evaluations to District Administrator 	<ul style="list-style-type: none"> ● Sets up and interacts in goal-setting and observations for Vice Principals and Teachers ● Views Vice-Principal and Teacher artifacts, self-assessments and goals ● Views evaluation summaries and reports 	<ul style="list-style-type: none"> ● Participates in goal-setting and self-assessment ● Interacts with evaluator in observation process ● Uploads and aligns artifacts ● Gives evaluator permission to view artifacts, goals, and self-assessments ● Evaluated as a principal
PRINCIPAL	School personnel who evaluate Teachers	<ul style="list-style-type: none"> ● Adds to question bank and assigns prompts to Teachers ● Submits final Teacher evaluations to School Administrator 	<ul style="list-style-type: none"> ● Sets up and interacts in goal-setting and observations of Teachers ● Views Teacher artifacts, self-assessments and goals ● Views evaluation summaries and reports 	<ul style="list-style-type: none"> ● Interacts with evaluator in observation process ● Uploads and aligns artifacts ● Gives evaluator permission to view artifacts, goals, and self-assessments ● Evaluated as a principal
TEACHER	School or district personnel who work directly with students		<ul style="list-style-type: none"> ● Participates in goal-setting and self-assessment ● Interacts with evaluator in observation process ● Uploads and aligns artifacts ● Gives evaluator permission to view artifacts, goals, and self-assessments 	<ul style="list-style-type: none"> ● Interacts with evaluator in observation process ● Uploads and aligns artifacts ● Gives evaluator permission to view artifacts, goals, and self-assessments