

Tool 31B Working with an External Evaluator

Selecting the Evaluator:

- ___ Identify potential evaluators and their work in the area of rigor.
- ___ Gather information about potential evaluators to assure their vision of rigor aligns with your vision and that of your district.

Preparing for the Visit:

- ___ Determine focus for initial visit including data to be collected.
- ___ Provide evaluator with information about school's demographics, mission and vision, history, and current improvement efforts.
- ___ Send agreed upon information to evaluator so that they can read and prepare for the visit.
- ___ Talk with teachers, leaders, and other stakeholders about the visit, its purpose, and what will occur during the visit.
- ___ Prepare a sufficient number of assessment tools for the evaluator's use.
- ___ Have a map of the school and a suggested schedule prepared.
- ___ Identify the room or area that the evaluator will use during the visit assuring that the evaluator has privacy for their work.

During the Visit:

- ___ Arrange to meet the evaluator and assure that they have needed information and materials.
- ___ Provide the evaluator with space to do his or her work, but be available to facilitate as needed.
- ___ Allow the evaluator to complete their data gathering and provide time to reflect on the data before you ask for any observations or conclusions.
- ___ Be clear about when observations and conclusions will be shared and when any agreed upon reports will be prepared.

Following the Visit:

- ___ Take time to reflect on the observations, conclusions, and recommendations.
- ___ Share and discuss the observations and recommendations with stakeholders. Be sure and reinforce the purpose of the visit, as well as how the visit aligned with the vision and goals set by the team.
- ___ Work with your leadership team and stakeholders to develop a plan to address the issues in the recommendations.

NOTE: The term evaluator refers to an evaluator and his or her team.