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. Training resources for each role are noted.

<table>
<thead>
<tr>
<th>eVAL Role (for Setup and Management of eVAL)</th>
<th>Person in District Who May Carry Out This Role</th>
<th>Organizational Level</th>
<th>Tasks as a Manager of the eVAL Tool</th>
<th>Tasks as an Evaluator</th>
<th>Tasks as an Evaluatee</th>
<th>Training Resources: Video Tutorials</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISTRICT SECURITY MANAGER</td>
<td>Official title for one or more district personnel – has no eVAL access or related tasks</td>
<td>DISTRICT</td>
<td>• Creates accounts</td>
<td></td>
<td></td>
<td>Videos:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Assigns roles</td>
<td></td>
<td></td>
<td>- Overview of eVAL</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>- EDS and eVAL for District Security Managers</td>
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<td></td>
<td></td>
<td>- Requesting Access to eVAL</td>
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<td></td>
<td></td>
<td>- Exploring Roles in eVAL</td>
</tr>
<tr>
<td>DISTRICT ADMINISTRATOR</td>
<td>District admin staff</td>
<td>DISTRICT</td>
<td>• Assigns evaluators and plan type for evaluatees, or assigns this task to School Administrator</td>
<td></td>
<td></td>
<td>Videos:</td>
</tr>
<tr>
<td></td>
<td>Human resource staff</td>
<td></td>
<td>• Adds district-specific resources including questions and prompts</td>
<td></td>
<td></td>
<td>- Overview of eVAL</td>
</tr>
<tr>
<td></td>
<td>Learning support staff</td>
<td></td>
<td>• Sets up practice sessions and reviews summary reports of session alignment</td>
<td></td>
<td></td>
<td>- Requesting Access to eVAL</td>
</tr>
<tr>
<td></td>
<td>Administrative assistant</td>
<td></td>
<td>• Views evaluation summaries and reports for Principals</td>
<td></td>
<td></td>
<td>- Assigning Evaluators in eVAL</td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td></td>
<td>• Reviews evaluation submission status</td>
<td></td>
<td></td>
<td>- Exploring Roles in eVAL</td>
</tr>
<tr>
<td></td>
<td>Note: District Administrators can see evaluation data for Principals.</td>
<td></td>
<td>• Reviews district summary reports</td>
<td></td>
<td></td>
<td>- The District Administrator Role</td>
</tr>
<tr>
<td>SCHOOL ADMINISTRATOR</td>
<td>Principal</td>
<td>SCHOOL</td>
<td>• If permitted by district, assigns school evaluators and plan type</td>
<td></td>
<td></td>
<td>Videos:</td>
</tr>
<tr>
<td></td>
<td>Vice Principal</td>
<td></td>
<td>• Adds school specific resources including questions and prompts</td>
<td></td>
<td></td>
<td>- Overview of eVAL</td>
</tr>
<tr>
<td></td>
<td>Counselor</td>
<td></td>
<td>• Sets up practice sessions and reviews summary reports of session alignment</td>
<td></td>
<td></td>
<td>- Requesting Access to eVAL</td>
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<tr>
<td></td>
<td>Learning support staff</td>
<td></td>
<td>• Views evaluation summaries and reports for Teachers</td>
<td></td>
<td></td>
<td>- Assigning Evaluators in eVAL</td>
</tr>
<tr>
<td></td>
<td>Administrative assistant</td>
<td></td>
<td>• Submits final report to District Administrator</td>
<td></td>
<td></td>
<td>- Exploring Roles in eVAL</td>
</tr>
<tr>
<td></td>
<td>Note: School Administrators can see evaluation data for Teachers.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- The School Administrator Role</td>
</tr>
<tr>
<td>eVAL Role (as either an Evaluator or Evaluatee)</td>
<td>Person in District Who May Carry Out This Role</td>
<td>Organizational Level</td>
<td>Tasks as a Manager of the eVAL Tool</td>
<td>Tasks as an Evaluator</td>
<td>Tasks as an Evaluatee</td>
<td>Training Resources: Video Tutorials</td>
</tr>
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</tbody>
</table>
| **DISTRICT EVALUATOR**                          | District personnel who evaluate Principals    | DISTRICT             | • Adds to question bank and assigns prompts to Principals  
|                                                |                                               |                      | • Sets up and interacts in goal-setting and observations for Principals  
|                                                |                                               |                      | • Views Principal artifacts, self-assessments and goals  
|                                                |                                               |                      | • Views evaluation summaries and reports  
|                                                |                                               |                      | • Submits final Principal evaluations to District Administrator  |                      | Videos:  
|                                                |                                               |                      |                                                      |                      | Overview of eVAL  
|                                                |                                               |                      |                                                      |                      | Requesting Access to eVAL  
|                                                |                                               |                      |                                                      |                      | Exploring Roles in eVAL  
|                                                |                                               |                      |                                                      |                      | The District Evaluator Role  
|                                                |                                               |                      |                                                      |                      | The Role of the Principal as the Evaluatee  
|                                                |                                               |                      |                                                      |                      | Completing a Self-Assessment  
|                                                |                                               |                      |                                                      |                      | Understanding the Goal-Setting Process  
|                                                |                                               |                      |                                                      |                      | Introducing the Observation Dashboard  
|                                                |                                               |                      |                                                      |                      | Evaluating Principals  
| **DISTRICT-WIDE TEACHER EVALUATOR**             | District personnel and Principals who evaluate Teachers that teach in multiple buildings | DISTRICT             | • Adds to question bank and assigns prompts to Teachers  
|                                                |                                               |                      | • Sets up and interacts in goal-setting and observations of Teachers  
|                                                |                                               |                      | • Views Teacher artifacts, self-assessments and goals  
|                                                |                                               |                      | • Views evaluation summaries and reports  
|                                                |                                               |                      | • Submits final Teacher evaluations to School Administrator  |                      | Videos:  
|                                                |                                               |                      |                                                      |                      | Overview of eVAL  
|                                                |                                               |                      |                                                      |                      | Requesting Access to eVAL  
|                                                |                                               |                      |                                                      |                      | Exploring Roles in eVAL  
|                                                |                                               |                      |                                                      |                      | The District-Wide Teacher Evaluator Role  
|                                                |                                               |                      |                                                      |                      | The Teacher Role  
|                                                |                                               |                      |                                                      |                      | Completing a Self-Assessment  
|                                                |                                               |                      |                                                      |                      | Understanding the Goal-Setting Process  
|                                                |                                               |                      |                                                      |                      | Introducing the Observation Dashboard  
|                                                |                                               |                      |                                                      |                      | Evaluating Principals  
| **HEAD PRINCIPAL**                              | Principals who evaluate Vice Principals        | SCHOOL               | • Adds to question bank and assigns prompts to Vice Principals and Teachers  
|                                                |                                               |                      | • 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  
|                                                |                                               |                      | • Submits final Vice Principal and Teacher evaluations to District Administrator  |                      | Videos:  
|                                                |                                               |                      |                                                      |                      | Overview of eVAL  
|                                                |                                               |                      |                                                      |                      | Requesting Access to eVAL  
|                                                |                                               |                      |                                                      |                      | Exploring Roles in eVAL  
|                                                |                                               |                      |                                                      |                      | The Head Principal Role  
|                                                |                                               |                      |                                                      |                      | The Role of the Principal as the Evaluatee  
|                                                |                                               |                      |                                                      |                      | The Teacher Role  
|                                                |                                               |                      |                                                      |                      | Completing a Self-Assessment  
|                                                |                                               |                      |                                                      |                      | Understanding the Goal-Setting Process  
|                                                |                                               |                      |                                                      |                      | Introducing the Observation Dashboard  
|                                                |                                               |                      |                                                      |                      | Evaluating Principals  
| **PRINCIPAL**                                   | School personnel who evaluate Teachers         | SCHOOL               | • Adds to question bank and assigns prompts to Teachers  
|                                                |                                               |                      | • Sets up and interacts in goal-setting and observations of Teachers  
|                                                |                                               |                      | • Views Teacher artifacts, self-assessments and goals  
|                                                |                                               |                      | • Views evaluation summaries and reports  
|                                                |                                               |                      | • Submits final Teacher evaluations to School Administrator  |                      | Videos:  
|                                                |                                               |                      |                                                      |                      | Overview of eVAL  
|                                                |                                               |                      |                                                      |                      | Requesting Access to eVAL  
|                                                |                                               |                      |                                                      |                      | Exploring Roles in eVAL  
|                                                |                                               |                      |                                                      |                      | The Role of the Principal as the Evaluatee  
|                                                |                                               |                      |                                                      |                      | The Teacher Role  
|                                                |                                               |                      |                                                      |                      | Completing a Self-Assessment  
|                                                |                                               |                      |                                                      |                      | Understanding the Goal-Setting Process  
|                                                |                                               |                      |                                                      |                      | Introducing the Observation Dashboard  
|                                                |                                               |                      |                                                      |                      | Evaluating Principals  
| **TEACHER**                                     | School or district personnel who work directly with students | SCHOOL               | • Adds to question bank and assigns prompts to Teachers  
|                                                |                                               |                      | • Sets up and interacts in goal-setting and observations of Teachers  
|                                                |                                               |                      | • Views Teacher artifacts, self-assessments and goals  
|                                                |                                               |                      | • Views evaluation summaries and reports  
|                                                |                                               |                      | • Submits final Teacher evaluations to School Administrator  |                      | Videos:  
|                                                |                                               |                      |                                                      |                      | Overview of eVAL  
|                                                |                                               |                      |                                                      |                      | Requesting Access to eVAL  
|                                                |                                               |                      |                                                      |                      | Exploring Roles in eVAL  
|                                                |                                               |                      |                                                      |                      | The Teacher Role  
|                                                |                                               |                      |                                                      |                      | Completing a Self-Assessment  
|                                                |                                               |                      |                                                      |                      | Understanding the Goal-Setting Process  
|                                                |                                               |                      |                                                      |                      | Introducing the Observation Dashboard  