

## WORKSHOPS I & II

### *Legal Implications: Understanding the Do's and Don'ts of Writing Teacher Evaluations*

Tuesday, March 6, 2007 – 3:30 p.m. to 6:30 p.m.

Tuesday, March 13, 2007 – 3:30 p.m. to 6:30 p.m.

**Presenter: THOMAS MOONEY, ESQ., SHIPMAN & GOODWIN, LLC., and NEAG SCHOOL OF EDUCATION, UNIVERSITY OF CONNECTICUT**

The series opens with a legal perspective on the do's and don'ts of writing teacher evaluations, developing action plans, and observing teachers. Workshops I and II will help administrators ensure that all preliminary groundwork is in order and evaluations are written appropriately. Administrators may bring in actual cases for analysis.

## WORKSHOP III

### *Classroom Walk-Throughs and Professional Learning Communities: The Principals Role*

Tuesday, March 20, 2007 – 3:30 p.m. to 6:30 p.m.

**Presenters: UCLA SCHOOL MANAGEMENT PROGRAM STAFF**

Workshop III will review the essential elements that comprise high quality and sustainable professional learning communities – a process that may be reached through protocols like the classroom walk-through. The role of the principal will be examined including the skills needed to empower and trust teachers to implement instructional conversations for improving teaching and learning.

## WORKSHOP IV

### *Supporting and Retaining New Teachers: The Principals Role*

Tuesday, March 27, 2007 - 3:30 p.m. to 6:30 p.m.

**Presenters: UCLA SCHOOL MANAGEMENT PROGRAM STAFF**

Many districts in CT provide high-quality resources aimed at shepherding teachers through their first years of teaching. Research demonstrates principals play a crucial role in supporting the success of new teachers and ultimately deciding whether they stay or go elsewhere. This session focuses on the role of the principal in mentoring and retaining new teachers.

## WORKSHOP V

### *Summative Evaluations and More*

Tuesday, April 10, 2007 – 3:30 p.m. to 6:30 p.m.

**Presenter: ELAINE COFFIN, Ph.D., FORMER PROGRAM DIRECTOR, PRINCIPAL & ASSISTANT SUPERINTENDENT FOR INSTRUCTION**

The purpose of teacher evaluation is to promote student learning through continuous improvement in teaching. This workshop will focus on various aspects of the supervision/evaluation process with an emphasis on the summative evaluation. Topics will include components of an evaluation and professional development plan, writing effective evaluations, and responses to diverse teachers and their needs.

The Connecticut Principals' Center of The Connecticut Association of Schools is pleased to offer a series of professional development workshops for school administrators. The series will consist of five workshops, each of which addresses a component of teacher evaluation. They are designed to provide administrators with an opportunity to fulfill the requirements of the amendment to the Connecticut General Statutes which mandates the completion of 15 of the required 90 hours of continuing education in the area of teacher evaluation. Administrators may register for the series of 5 workshops or for individual sessions on line at [www.casciac.org](http://www.casciac.org) (preferred) or by completing and mailing/faxing the form below.

***Please register by February 28, 2007!***

Name \_\_\_\_\_

CAS Member Yes \_\_\_\_\_ No \_\_\_\_\_ Email \_\_\_\_\_

Position \_\_\_\_\_

School \_\_\_\_\_

School Address \_\_\_\_\_

School Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Cost: \$75.00 for the series of five workshops . . . \$25.00 each for individual workshops (includes registration and light supper)**

Full Series  or Workshops I  II  III  IV  V

Full payment enclosed (check payable to CAS).

PO # \_\_\_\_\_ enclosed.

FREE to participants in the Connecticut Principals' Center's Mentor/Mentee Program and UCAPP Program.

Please mail with payment to:

Mike Buckley

The Connecticut Principals' Center

30 Realty Drive

Cheshire, CT 06410

203-250-1345 Fax

## Directions to CAS:

From Danbury and Points West: Take I-84 East to Exit 27 (Route I-691). Take Exit 3 (Route 10) of Route 691. At the end of the ramp, turn right onto Route 10 South. After approximately 1 ½ miles, turn left onto Realty Drive (opposite Highland Bowl).

From Hartford and Points East: Take I-84 West to Exit 27 (Route I-691). Take Exit 3 (Route 10) off Route 691. At the end of the ramp, turn right onto Route 10 South. After approximately 1 ½ miles, turn left onto Realty Drive (opposite Highland Bowl).

From I-91 South or North: Take I-691 in Meriden West to Exit 3 (Route 10). At the end of the ramp, turn left onto Route 10 South. After approximately 1 ½ miles, turn left onto Realty Drive (opposite Highland Bowl).

**.3 CEU credits per session**

**1.5 CEU credits in Evaluation and Supervision**



You may also register on line at [www.casciac.org](http://www.casciac.org)

## **The Connecticut Principals' Center**



### **Presents**

## **A Workshop Series For School Administrators On Teacher Evaluation**



**NOTE: This will be the only Evaluation Series offered by the Connecticut Association of Schools in 2006-2007!**