



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

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STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** November 9, 2017

**TO:** Local and Intermediate School District Superintendents  
Public School Academy Directors, Principals

**FROM:** Venessa A. Keesler, Ph.D., Deputy Superintendent *V. Keesler*  
Division of Educator, Student, and School Supports

**SUBJECT:** Administrator Professional Development Webinar Series

The Michigan Department of Education (MDE), Office of Educator Talent (OET) is excited to announce the first webinar in an ongoing professional development series designed especially for Michigan administrators, including building and district leaders. This 6-part webinar series starts Friday, December 1, 2017 at 9:00 a.m. and will provide a targeted approach to growing best practices related to educator evaluation. Topics include inter-rater reliability and calibration, observation and feedback, instructional rounds, systems alignment, end of cycle preparation, data collection analysis, and end of cycle goal setting. Professional development includes articles, white papers, and video links to enhance growth and skill-set in the various facets related to the evaluation cycle. SCECH credits will be available to participants attending three or more sessions. Participants may earn up to six credits if they attend all six sessions.

The first webinar on Friday, December 1 is designed to scaffold understanding of inter-rater reliability and its relationship to educator evaluation. Through this session, the calibration process is connected to inter-rater reliability and its effect on those being evaluated. Support for advancing both inter-rater reliability and calibration as best practice in the industry is explored. Participants will access calibration video links and artifacts supporting professional development including articles to enhance growth and skill set around the evaluation cycle.

The OET will sponsor webinars on topics relevant to educators in Michigan on an ongoing basis. To view events sponsored by the OET, please visit our Adobe Connect Event Catalog page at: <http://bit.ly/OETevents>

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Only registered participants can access the webinar; therefore, participants are encouraged to download the Adobe Connect Add-in prior to the webinar. The link to the add-in is located on the page following successful login. Additionally, the seminar is set to connect participants to the audio at their device. Participants who are unable to access the audio will need to connect using the following conference call line information:

Dial In: 888-557-8511  
Access Code: 4537919

Please feel free to share this information with all who may be interested. For questions and additional information regarding these webinar topics, please email the Office of Educator Talent at [MDE-edevals@michigan.gov](mailto:MDE-edevals@michigan.gov). Participants needing technical assistance on the day of the webinar may contact Yolanda Stephens at 517-241-8966 or via email at [StephensY@michigan.gov](mailto:StephensY@michigan.gov)

Cc: Michigan Education Alliance