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Resource Name

Tips for Supporting SLC Evaluator and Project Staff Communications

Description

This resource lists a number of responsibilities of both the SLC third party evaluator and the SLC project staff as they support the evaluation process. The purpose of the resource is to make explicit the duality of the work that needs to be undertaken to ensure effective communication about the evaluation process.

Instructions & Considerations

This tool may help you to:

- Review and discuss your school or district's expectations for SLC evaluation
- Develop a contract outlining the evaluator's work
- Identify the amount of time project staff need to commit to the evaluation efforts
- Review expectations in evaluator workshops
- Identify how the evaluator can participate in other work of the school

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 MS Word file (34K)

Tips for Supporting SLC Evaluator and Project Staff Communications

Characteristics of a Helpful Evaluator

- Helps the client build internal support for evaluation by attending meetings, providing information, and building trust.
- Consults closely with SLC staff to ensure understanding of the program goals and objectives
- Adjusts data collection strategies to ensure maximum value within SLC budget for evaluation.
- Shares data collections instruments developed for use in the SLC project and asks SLC staff for feedback
- When collecting data, gets opinions and feedback from multiple stakeholders
- Keeps abreast of program activities, especially changes in what the program is doing
- In the case of evaluation staffing changes, keeps the SLC staff informed, thoroughly debriefs the new staff, and works to ensure continuity.
- In the case of missing data, informs SLC staff early on so efforts can be made to obtain what is missing.
- Finds a balance between adhering to the evaluation plan and making reasonable adjustments as the program evolves.
- Shares a draft of the report with SLC staff; is open to feedback.
- Shares the positive and negative findings from the evaluation.

Characteristics of Helpful SLC Staff

- Values evaluation and expects others to value it, too.
- Works with evaluator to clearly define program goals and objectives
- Understands comparative costs of different data collection strategies; realistically aligns expectations to budget.
- Reviews instruments and takes the time to provide thoughtful, constructive feedback
- Facilitates contact with multiple stakeholders and encourages everyone give their view
- Keeps the evaluator informed (sends copies of agenda, newsletters, training info, etc.)
- In the case of program staffing changes, keeps the evaluator informed, debriefs new staff about the evaluation process, and works to ensure continuity.
- Reaches out to stakeholders to encourage or cajole responses to surveys or other data to minimize missing data issues.
- Supports the implementation of the evaluation plan as written but accepts revisions as conditions change.
- Reads the initial draft of the evaluation report and provides timely feedback.
- Is open to learning what parts of the SLC implementation is working and what is not working.