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COLUMBUS CITY SCHOOLS
ANNUAL EMPLOYEE EVALUATIONS GUIDE
2020 - 2021

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EVALUATION CONTACTS

	Name	Email
General Evaluation Questions	Michelle Jones	micjones@columbus.k12.oh.us
Non-School Based Administrator and Classified Evaluations Administrator	Courtney Hale	chale@columbus.k12.oh.us
Certificated Evaluations Administrator	Rhonda Rice	rrice2924@columbus.k12.oh.us
Lotus Notes Access	Chris Francia	cfrancia@columbus.k12.oh.us
OPES, OTES, OSCES, and LSP Evaluations	Wendy Jones	ileadadmin@columbus.k12.oh.us
Administrator Non Renewals	John Dean	jdean@columbus.k12.oh.us
Classified Performance Improvement Plans	Mary Anne Baum	mbaum@columbus.k12.oh.us
Certificated Special Evaluations	Mary Anne Baum	mbaum@columbus.k12.oh.us
Certificated Non Renewals	Mary Anne Baum	mbaum@columbus



ADMINISTRATOR PERFORMANCE EVALUATIONS

NON-SCHOOL BASED (NSB) ONLY

YEAR CONTRACT *IS* EXPIRING:

All non-school based administrators who have a contract expiring **must** have a preliminary and a final evaluation done in the year the contract is set to expire, regardless of renewal status.

This Year, Complete:

1. Professional [growth plan/goal setting](#) conference
 - Complete by **October 8, 2020**
2. Preliminary evaluation
 - Evaluatee completes the [Evidence Based Worksheet](#) and provides worksheet to the evaluator.
 - Evaluation Link: [2020 - 2021 Administrator Evaluation System](#)
 - Submit signed evaluations to HR, Attention: *Michelle Jones*
 - Due by **January 14, 2021**
 - If recommendation is non-renewal, contact *John Dean*
3. Final evaluation
 - Evaluatee completes the [Evidence Based Worksheet](#) and provides worksheet to the evaluator.
 - Evaluation Link: [2020 - 2021 Administrator Evaluation System](#)
 - Conduct final conference and;
 - Submit final evaluation document to HR, Attention: *Michelle Jones*
 - Due by **April 19, 2021**
 - If recommendation is non-renewal, contact *John Dean*

You must have access to Lotus Notes to complete Non-School Based Administrators evaluations.

Contact Chris Francia at cfrancia@columbus.k12.oh.us



ADMINISTRATOR PERFORMANCE EVALUATIONS

NON-SCHOOL BASED (NSB) ONLY

****Applies to Educational Service Center (ESC) Staff**

YEAR CONTRACT *IS NOT* EXPIRING:

All non-school based administrators whose contract will not be expiring this year will have a final evaluation done in the year the contract does not expire. The Education Service Center (ESC) requires that a final evaluation be completed for the ESC employees assigned to the district.

This Year, Complete:

1. Professional [growth plan/goal setting](#) conference
 - Complete by **October 8, 2020**
2. Final evaluation
 - Evaluatee completes the [Evidence Based Worksheet](#) and provides worksheet to the evaluator.
 - Evaluation Link: [2020 - 2021 Administrator Evaluation System](#)
 - Conduct final conference and;
 - Submit final evaluation document to HR, Attention: *Michelle Jones*
 - Due by **April 19, 2021**
 - If recommendation is non-renewal, contact *John Dean*

You must have access to Lotus Notes to complete Non-School Based Administrators evaluations.

Contact Chris Francia at cfrancia@columbus.k12.oh.us



CLASSIFIED PERFORMANCE

Classified Evaluation Link: [2020-21 Classified Employee Annual Evaluations](#)

Information and training for Classified Performance Evaluations will be provided in February 2021

SCHOOL BASED STAFF

This Year, Complete:

1. Annual Evaluation

- Conduct final conference and;
- Submit signed evaluations to HR, Attention: *Michelle Jones*
- Due by **May 17, 2021**
- Individual Development Plans - If an employee receives a “Does Not Meet Expectation” evaluation, complete an Individual Development Plan. Click [here](#) for the form. If you need assistance with your IDP, please reach out to *Mary Anne Baum* by **April 9, 2021**

NON - SCHOOL BASED STAFF AND YEAR-ROUND STAFF,

This Year, Complete:

1. Annual Evaluation

- Conduct final conference and;
- Submit signed evaluations to HR, Attention: *Michelle Jones*
- Due by **June 17, 2021**
- Individual Development Plans - If an employee receives a “Does Not Meet Expectation” evaluation, complete an Individual Development Plan. Click [here](#) for the form. If you need assistance with your IDP, please reach out to *Mary Anne Baum* by **April 9, 2021**

You must have access to Lotus Notes to complete Classified evaluations.

Contact Chris Francia at cfrancia@columbus.k12.oh.us



CLASSIFIED PERFORMANCE EVALUATIONS

Information and training for Classified Performance Evaluations will be provided in February 2021

BUS DRIVERS AND FOOD SERVICES *NEW! Schedule Update*

This Year, Complete:

1. Annual Evaluation

- Prepare evaluations at the end of the 2020-2021 school year
- Conduct final conference and;
- Submit signed evaluations to HR, Attention: *Michelle Jones*
- Due by **September 30, 2021**
- Individual Development Plans - If an employee receives a “Does Not Meet Expectation” evaluation, complete an Individual Development Plan (IDP). Click [here](#) for the form. If you need assistance with your IDP, please reach out to *Mary Anne Baum* by **April 9, 2021**

You must have access to Lotus Notes to complete Classified evaluations.

Contact Chris Francia at cfrancia@columbus.k12.oh.us



CERTIFICATED PERFORMANCE EVALUATIONS PRINCIPALS

OHIO PRINCIPAL EVALUATION SYSTEM (OPES)

This Year, Complete:

1. Professional growth plan/goal setting conference
 - Due by **September 30, 2020**
2. First observation cycle
 - Due by **January 15, 2021**
3. Second observation cycle
 - Due by **March 30, 2021**
 - If recommendation is non-renewal, conduct a conference and submit the observation document to HR, attention *Mary Anne Baum*.
4. Submit Recommendations
 - Renewal - Conduct final conference upon notification from ILEAD Admin (based on eTPES completion)
 - Non - Renewal - Conduct a conference and submit the observation document to HR, Attention: *Mary Anne Baum* - due by **April 19, 2021**

Information and resources can be found on the ILEAD
website: <https://www.ccsok.us/Page/1177>



CERTIFICATED PERFORMANCE EVALUATIONS

TEACHERS, SCHOOL COUNSELORS, & LICENSED SUPPORT PROFESSIONALS

OTES, OSCES & LSP EVALUATIONS

**All teachers, school counselors, and licensed support professionals will follow the ILEAD schedule.*

SPECIAL EVALUATIONS

This Year, Complete:

1. Professional growth plan/goal setting conference
 - Due by **September 30, 2020**
2. Semester one (1) observation cycle
 - Submit observation to HR, Attention Mary Anne Baum
 - Due by **January 15, 2021**
3. Second observation cycle
 - Submit observation to HR, Attention Mary Anne Baum
 - Due by **March 26, 2021**
4. ***Third Observation***
 - Submit observation to HR, Attention Mary Anne Baum
 - Due by **March 26, 2021**

*Information and resources can be found on the ILEAD
website: <https://www.ccsbh.us/Page/1177>*

