

A large, abstract graphic composed of several thick, curved red lines that sweep across the page from the top left towards the bottom right, creating a sense of movement and flow.

COLUMBUS CITY SCHOOLS
ANNUAL EMPLOYEE EVALUATIONS GUIDE
2022 - 2023

TABLE OF CONTENTS

Evaluation Contacts	2
Non-School Based Administrator; Educational Service Center (ESC) Staff Evaluations	3 - 4
Classified Evaluations: School-Based, Non-School Based, and Year Round Evaluations	5
Classified Evaluations: Bus Drivers and Food Services	6
Principal Evaluations	7
Teachers, School Counselors, & Licensed Support Professionals Evaluations	8

EVALUATION CONTACTS

	Name	Email
General Evaluation Questions		hreevaluations@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.k12.oh.us
Supervisor Updates		SupervisorUpdates@columbus.k12.oh.us



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 28, 2022**
2. Preliminary evaluation
 - Evaluated employee completes the [Evidence Based Worksheet](#) and provides worksheet to the evaluator.
 - Evaluations are currently being moved into Munis. Please see updates later this school year.
 - Submit signed evaluations to HR, Attention: *Evaluations*
 - Due by **January 13, 2023**
 - If recommendation is non-renewal, contact *John Dean*
3. Final evaluation
 - Evaluated employee completes the [Evidence Based Worksheet](#) and provides worksheet to the evaluator.
 - Evaluations are currently being moved into Munis. Please see updates later this school year.
 - Conduct final conference and;
 - Submit final evaluation document to HR, Attention: *Evaluations*
 - Due by **April 13, 2023**

Evaluations are currently being moved from Lotus Notes to Munis. Please see updates later in the school year.



ADMINISTRATOR PERFORMANCE EVALUATIONS

NON-SCHOOL BASED (NSB) ONLY

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.

This Year, Complete:

1. Professional [growth plan/goal setting](#) conference
 - Complete by **October 7, 2022**
2. Final evaluation
 - Evaluated employee completes the [Evidence Based Worksheet](#) and provides worksheet to the evaluator.
 - Evaluations are currently being moved into Munis. Please see updates later this school.
 - Conduct final conference and;
 - Submit final evaluation document to HR, Attention: *Evaluations*
 - Due by **April 13, 2023**
 - If recommendation is non-renewal, contact *John Dean*

Evaluations are currently being moved from Lotus Notes to Munis. Please see updates later in the school year.



ADMINISTRATOR PERFORMANCE EVALUATIONS

EDUCATIONAL SERVICE CENTER (ESC) STAFF

ESC Evaluations Are Completed Annually:

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 7, 2022**
2. Final evaluation
 - Evaluated employee completes the [Evidence Based Worksheet](#) and provides worksheet to the evaluator.
 - Conduct final conference and;
 - Submit final evaluation document to HR, Attention: *Evaluations*
 - Due by **April 13, 2023**
 - **All forms are located on the website @** <https://www.ccsch.us/Page/8861>



CLASSIFIED PERFORMANCE

Classified Evaluation Link: Available in February 2023

Information and training for Classified Performance Evaluations will be provided in February 2023

SCHOOL BASED STAFF

This Year, Complete:

1. Annual Evaluation

- Conduct final conference and;
- Submit signed evaluations to HR, Attention: *Evaluations*
- Due by **May 19, 2023**
- 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 7, 2023**

NON - SCHOOL BASED STAFF AND YEAR-ROUND STAFF,

This Year, Complete:

1. Annual Evaluation

- Conduct final conference and;
- Submit signed evaluations to HR, Attention: *Evaluations*
- Due by **June 16, 2023**
- 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 7, 2023**

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 2023*

BUS DRIVERS AND FOOD SERVICES

This Year, Complete:

1. Annual Evaluation

- Prepare evaluations at the end of the 2022-2023 school year
- Conduct final conference and;
- Submit signed evaluations to HR, Attention: *HR Evaluations*
- Due by **September 30, 2023**
- 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 **May 5, 2023**

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 29, 2022**
2. First observation cycle
 - Due by **January 13, 2023**
3. Second observation cycle
 - Due by **April 13, 2023**
 - 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) - due by **May 8, 2023**
 - Non - Renewal - Conduct a conference and submit the observation document to HR, Attention: *Mary Anne Baum* - due by **April 24, 2023**

Information and resources can be found on the ILEAD
website: <https://www.ccsbh.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 29, 2022**
2. Semester one (1) observation cycle
 - Submit observation to HR, Attention Mary Anne Baum
 - Due by **January 13, 2023**
3. Second observation cycle
 - Submit observation to HR, Attention Mary Anne Baum
 - Due by **April 13, 2023**
4. ***Third Observation***
 - Submit observation to HR, Attention Mary Anne Baum
 - Due by **April 24, 2023**

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

