

# **2020-21 Teacher, Counselor, & LSP Evaluation Process**

# Roles/Responsibilities and Deadlines

(This information is subject to change as a result of new knowledge and/or decisions from legislation, the Ohio Department of Education, Joint Evaluation Panel, etc.)

Dates	Evaluators	Classroom Teachers	Counselors & LSPs
August 24 – September 11	Log in to ILEAD and verify ILEAD roster through  • Email from ILEAD roster or  • ILEAD drop-down list in your portal Please send any additions/omissions to ILEADadmin@columbus.k12.oh.us.	<ul> <li>Log in to <i>ILEAD</i> and verify location and evaluation cycle.</li> <li>Submit Self-Assessments in <i>ILEAD</i>.</li> </ul>	<ul> <li>Log in to <i>ILEAD</i> and verify location and evaluation cycle.</li> <li>Submit Self-Assessments in <i>ILEAD</i>.</li> </ul>
August 24 – September 30	<ul> <li>Conduct Goal-Setting Conferences (for <i>all</i> Teachers, Counselors, &amp; LSPs).</li> <li>Submit <i>collaborative</i> Professional Growth Plans (educators with Skilled, Developing, or no overall rating in prior year).</li> <li>Submit Improvement Plans (educators with Ineffective overall rating in prior year).</li> <li><i>REMINDER:</i> <ol> <li>Goal-Setting conferences can be combined with preconferences/conferences – with separate submissions in ILEAD.</li> <li>A goal setting conference = conversation around professional goals and submission of the Professional Growth Plans by the evaluator or submission of the Self-Directed Professional Growth Plan by the educator.</li> <li>A pre-conference/conference = submission of a performance document marked as "pre-conference" or "conference" which includes evidence and ratings.</li> </ol> </li> <li>Teachers on an Accomplished cycle need to submit a Self-Directed Professional Growth Plan.</li> </ul>	Those with a final summative rating of "Accomplished" in previous year must submit a Self-Directed Professional Growth Plan.  House Bill (HB) 164 was passed and signed into effect in June, 2020, with provisions for school districts due to COVID-19. As outlined in HB 164 and with guidance from ODE, Student Growth Measures (value-added data, vendor assessment data, Student Learning Objectives, etc.) will not be utilized for the purpose of evaluations in the 2020-2021 school year. The 2020-2021 OTES evaluation will be based on Performance only. Therefore, the Student Learning Objectives (SLOs) process will not occur.	Those with a final summative rating of "Accomplished" in previous year must submit a Self-Directed Professional Growth Plan.



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August 24 – January 15	<ul> <li>After Professional Growth &amp; Improvement Plans are submitted, conduct first semester Conferences, Walkthroughs, &amp; Observations for all Full Cycle Evaluations.</li> <li>Complete Conference &amp; Observation for Teachers, Counselors, &amp; LSPs on Skilled and Accomplished Evaluation Cycles (deferring until 2<sup>nd</sup> semester is not recommended).</li> <li>(Documentation must be submitted in ILEAD prior to next interaction and within seven school days of occurrence.)</li> </ul>		
November 2	Principals & Assistant Principals: Deadline to submit retirement notification to Human Resources to be exempted from Evaluation Process.	Deadline to submit retirement notification to Human Resources to be exempted from Evaluation Process.	Deadline to submit retirement notification to Human Resources to be exempted from Evaluation Process.
January 20 – March 26	<ul> <li>Conduct second semester Conferences, Walkthroughs, and Observations for all Full Cycle Evaluations.</li> <li>Complete Conference and Observation for Teachers, Counselors, &amp; LSPs on Skilled and Accomplished Evaluation Cycles (if not completed in first semester).</li> <li>(Documentation must be submitted in ILEAD prior to next interaction and within seven school days of occurrence.)</li> </ul>		<b>Counselors:</b> Complete measures for Metrics of Student Growth Outcomes and discuss with evaluator.
March 11, 12, 15, 16 (tentative)	End of Year Evaluation Procedures Training (Various times will be offered.)		
March 26	Deadline for entering Holistic Performance Ratings into ILEAD.  (A Holistic Performance Rating may only be assigned if all components of the evaluation cycle were completed.)  • Full Cycle – new rating assigned.  • Skilled/Acc. – previous rating carries forward; please mark completion status.  • Counselors – indicate Metrics of Student Outcomes rating.		



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Dates	Evaluators	Classroom Teachers	Counselors & LSPs
April 12 - 16	Activate <i>eTPES</i> account (check CCS email for activation email sent by no-reply@ohiotpes.com).	Activate <i>eTPES</i> account (check CCS email for activation email sent by no-reply@ohiotpes.com).	Counselors: Activate <i>eTPES</i> account (check CCS email for activation email sent by no-reply@ohiotpes.com).
April 15 - 20	<ul> <li>(Building Principals Only)</li> <li>Initial Verification (enter PIN) of ratings in eTPES.</li> <li>Open lab support sessions for eTPES.</li> </ul>		
April 22 - 27		Log in to <i>eTPES</i> , view ratings and acknowledge (enter PIN) Final Summative Rating Form. If not acknowledged, building principal will override and confirm the Final Ratings.	Counselors: Log in to eTPES and acknowledge (enter PIN) Final Summative Rating Forms. If not acknowledged, building principal will override and confirm the Final Ratings.
April 28 – May 7	<ul> <li>Log in to eTPES to enter PIN and/or print Final Summative Rating Forms for classroom teachers and counselors (Building Principals Only).</li> <li>Hold Final Summative Conferences with Classroom Teachers and provide Final Summative Rating Forms from eTPES.</li> <li>Print Final Summative Rating Forms from ILEAD for LSPs.</li> <li>Hold Final Summative Conferences with LSPs and provide Final Summative Rating Forms from ILEAD.</li> <li>Submit Final Conference Date and Comments on Final Conference Document in ILEAD for teachers, counselors, and LSPs.</li> </ul>	Hold Final Summative Conference with Evaluator and receive printout of Final Summative Rating Form from <i>eTPES</i> .	LSPs: Hold Final Summative Conference with Evaluator and receive printout of Final Summative Rating Form from <i>ILEAD</i> .  Counselors: Hold Final Summative Conference with Evaluator and receive printout of Final Summative Rating Form from <i>eTPES</i> .
May 21		Deadline to submit Evaluation Appeal Form (see <i>ILEAD</i> website).	Deadline to submit Evaluation Appeal Form (see <i>ILEAD</i> website).

Note: Printed copies of evaluations do not need to be sent to Human Resources. ILEAD will be the official record of evaluations.