



2020-21 OPES Evaluation Process

Roles/Responsibilities and Deadlines

Dates	Evaluators	Administrators
August 24 – September 11	<p>Log in to <i>ILEAD</i> and verify ILEAD roster through</p> <ul style="list-style-type: none"> Email from ILEAD roster or ILEAD drop-down list in your portal <p>Please send any additions/omissions to ILEADadmin@columbus.k12.oh.us.</p>	<ul style="list-style-type: none"> Log in to <i>ILEAD</i> and verify information (name, location, etc.). Submit Self-Assessment in <i>ILEAD</i>.
August 24 – September 30	<ul style="list-style-type: none"> Conduct Goal-Setting Conferences (for all administrators). Submit <i>collaborative</i> Professional Growth Plans (administrators with Accomplished, Skilled, Developing, or no overall rating in prior year). Submit Improvement Plans (administrators with Ineffective overall rating in prior year). <p>REMINDER: 1. Goal-Setting conferences can be combined with pre-conferences/conferences – with separate submissions in <i>ILEAD</i>.</p> <ul style="list-style-type: none"> A goal setting conference = conversation around professional goals and submission of the Professional Growth Plan by the evaluator. A pre-conference/conference = submission of a performance document marked as “pre-conference” or “conference” which includes evidence and ratings. 	
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.
August 24 – January 15	<ul style="list-style-type: none"> After Professional Growth & Improvement Plans are submitted, conduct first semester Conferences, Walkthroughs, & Observations. (Documentation must be submitted in ILEAD prior to next interaction and within seven school days of occurrence.) 	
January 20 – March 30	<ul style="list-style-type: none"> Conduct second semester Conferences, Walkthroughs, & Observations. (Documentation must be submitted in ILEAD prior to next interaction and within seven school days of occurrence.) 	



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March 11, 12, 15, 16 (tentative)	EOY Evaluation Procedures Training (various times will be offered)	
March 30	Deadline for entering Holistic Performance Ratings into ILEAD. <i>(A Holistic Performance Rating may only be assigned if <u>all</u> components of the evaluation cycle were completed.)</i>	
April 12 - 16	Activate eTPES account (check CCS email for activation email sent by no-reply@ohiotpes.com).	Activate eTPES account (check CCS email for activation email sent by no-reply@ohiotpes.com).
Upon notification from ILEAD Admin that eTPES has been completed	<ul style="list-style-type: none"> Log in to eTPES to enter PIN and/or print Final Summative Rating Forms for assistant principals (Building Principals Only – Area Superintendents will be sent the forms for principals from ILEAD Admin). Hold Final Summative Conferences with administrators and provide Final Summative Rating Forms from eTPES. Submit Final Conference Date and Comments on Final Summative Document in ILEAD. 	<ul style="list-style-type: none"> Log in to eTPES, view ratings and acknowledge (enter PIN) Final Summative Rating Form. If not acknowledged, administration will override and confirm the Final Ratings. Participate in Final Summative Conference with evaluator and receive printout of Final Summative Rating Form from eTPES.
Upon completion of the Final Conference deadline		<ul style="list-style-type: none"> OPES Appeal Form available on ILEAD website (due date on the form).

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