



Columbus City Schools

Non-School Based Administrator Evaluations Evaluator Training

PROFESSIONAL LEARNING AND LICENSURE



Goals for Today

- Review the Non-School Based Administrator Evaluation Process for the 2025-2026 School Year
- Understand the Evaluation Expectations
- Locate Resources and Points of Contact
- Gain an Overview of Perform

Non-School Based Administrator Evaluation Components for Year Contract **Is Expiring**

Professional Growth/Goal Setting Plan

- The evaluated employee drafts the plan in Perform by the evaluator's requested date.
- The evaluator conducts a conference to discuss and finalize the plan in Perform.

Preliminary Evaluation

- The evaluated employee completes the optional Preliminary Evidence Worksheet in Perform by the evaluator's requested date.
- The evaluator completes the Preliminary Evaluation form in Perform.

Preliminary Evaluation Conference

- The evaluator conducts a Preliminary Conference with the administrator to discuss the Preliminary Evaluation and check progress on the Professional Growth/Goal Setting Plan.

Final Evaluation

- The evaluated employee completes the optional Final Evidence Worksheet in Perform by the evaluator's requested date.
- The evaluator completes the Final Evaluation form in Perform.

Final Evaluation Conference

- The evaluator conducts a Final Conference with the administrator to discuss the Final Evaluation and check progress on the Professional Growth/Goal Setting Plan.

Non-School Based Administrator Evaluation Components for Year Contract Is Not Expiring

Professional Growth/Goal Setting Plan

- The evaluated employee drafts the plan in Perform by the evaluator's requested date.
- The evaluator conducts a conference to discuss and finalize the plan in Perform.

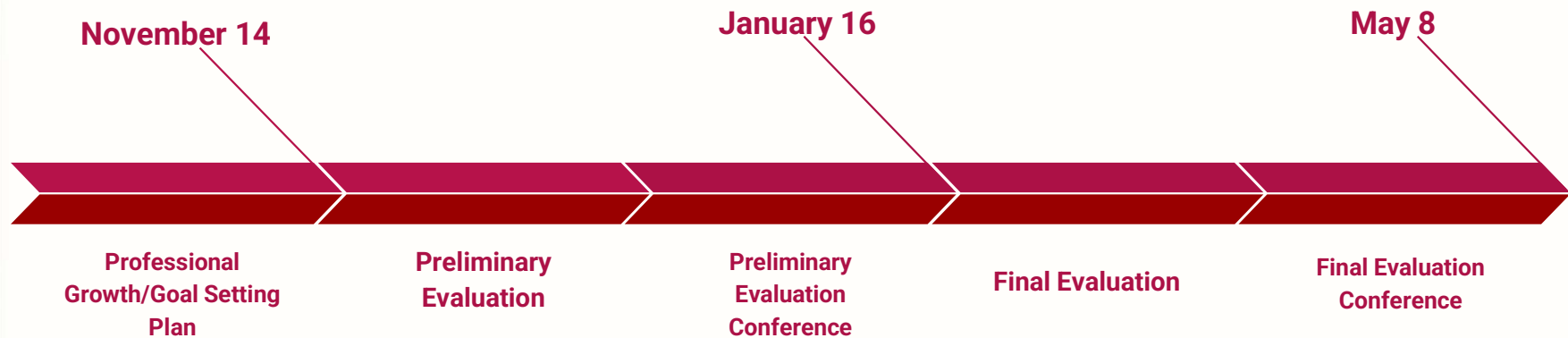
Final Evaluation

- The evaluated employee completes the optional Final Evidence Worksheet in Perform by the evaluator's requested date.
- The evaluator completes the Final Evaluation form in Perform.

Final Evaluation Conference

- The evaluator conducts a Final Conference with the administrator to discuss the Final Evaluation and check progress on the Professional Growth/Goal Setting Plan.

Evaluation Timeline



Evaluation Timelines/Processes/Resources are located on the [ILEAD webpage](#).

Evaluation Expectations

- Use the evaluation as a tool for growth
- Follow evaluation processes and deadlines
 - Plan ahead
 - Schedule conferences in advance
- Avoid biases and opinions

- Utilize a variety of evidence, observations, conversations, data, etc. to complete the evaluation
- Enter professional, appropriate, and objective comments
- Provide honest and fair feedback
- Promote two-way conversations

If an Improvement Plan needs to be implemented, contact Rhonda Rice.

If there are performance issues and/or a possible non-renewal recommendation, contact John Dean.

Reminders



- Watch for email messages from HR Evaluations
- Contact PL&L at any time for support/questions
- Check Perform rosters for accuracy (beginning October 27)
 - Please notify PL&L with errors
 - Send evaluator changes to HREvaluations@columbus.k12.oh.us
- Access [ILEAD webpage](#) for information and resources
 - Perform User Guides/Videos
 - Evaluation Process and Deadlines
 - Evaluation Record Change Request Form
 - Rebuttal Form
 - Appeal Form

Perform Training

Victoria Grammas

Evaluator Training Perform

Presented by: Victoria Grammas



Agenda

- 1 Basic Navigation
- 2 How to view evaluation assignments and interact with the forms
- 3 How to manage signatures and approvals
- 4 Viewing completed forms
- 5 Questions

Basic Navigation

My Folder

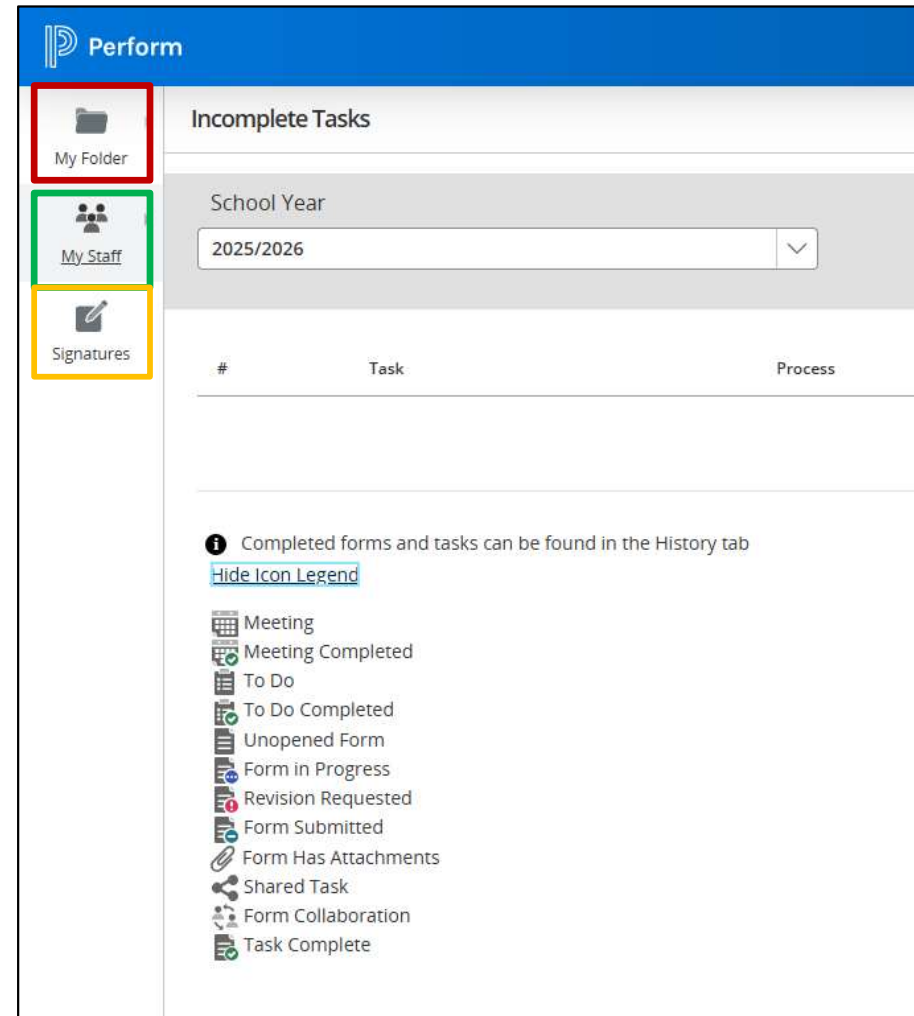
- ✓ Default home page, shows any open tasks for your user
- ✓ Legend Icon – quick form status

My Staff

- ✓ List of assigned evaluation process(es) for your staff
- ✓ Task Dashboard

Signatures

- ✓ Your needed signatures
- ✓ List of evalutee signatures



Your Staff and Assigned Evaluation Processes

Perform

- My Folder
 - Dashboard
 - Staff**
 - Schedule
 - Reports
 - Analysis
 - Process Dashboard
 - Task Dashboard
- My Staff
- Signatures

Staff

All Staff Not Evaluated **Evaluation** Action Plan Process Dashboard Task Dashboard

Search
Enter any part of the name, employee id, building, or process name to search.

☐ Show Direct Reports of My Direct Reports

[Collapse Filters](#) [Reset Filters](#)

School Year: 2025/2026 Process: Non-School Based Administrators - Pri Job Type: All Job Types Tenure Level: All Levels Responsible:

☐	Last	First	Employee ID	Process	Progress	Responsible	Tenure Level	Deadline	
☐	Gellar	Monica	MG001	Non-School Based Administrators - Prel. & Final	3/8	A. Admin1		05/08/2026	View Folder
☐	Green	Rachel	RG002	Non-School Based Administrators - Prel. & Final	0/8	A. Admin1		05/08/2026	View Folder

1-2 of 2

15 per page

- ✓ Use grey area to filter for specific information
- ✓ Shows list of staff (assigned to you), the progress of process assigned, and ability to start interacting with forms
- ✓ Click View to get started

Details of Individual Staff Process Assignment

View Tasks

Rachel Green - Non-School Administrators - Prel. & Final

☐ Show information at time of process completion

(8) Tasks

Evidence

Folder

#	Task	Sched	Comp	Responsible	Resp Type		
1	Professional Growth/Goal Sett... *			R. Green	Direct Report		Schedule
2	Goal Setting Conference *			A. Admin1	Supervisor	Mark as Done	Schedule
3	Preliminary Evidence Workshee...			R. Green	Direct Report		Schedule Remove
4	Preliminary Evaluation - Non-... *			A. Admin1	Supervisor	Go To Form	Schedule
5	Preliminary Evaluation Confer... *			A. Admin1	Supervisor	Mark as Done	Schedule
6	Final Evidence Worksheet - No...			R. Green	Direct Report		Schedule Remove
7	Final Evaluation - Non-School... *			A. Admin1	Supervisor	Go To Form	Schedule
8	Final Evaluation Conference *			A. Admin1	Supervisor	Mark as Done	Schedule

Back to Staff

Add Tasks

Mark Process Complete

Forms and Actions

- ✓ Adding an Artifact
- ✓ SAVE PROGRESS – Saves your work. *(system also autosaves work as you go)*
- ✓ UPDATE DATA TRANSFER – if calculations, updates any calculations while
- ✓ SAVE AND SUBMIT – Finalized the form, locks it, and starts the workflow process *(supervisor/direct report or administrator/teacher)*

Preliminary Evaluation - Non-School Based Administrator

Responsible: A. Admin1 Rachel Green Building: 6TH STREET ANNEX

Task: Preliminary Evaluation - Non-School Based Administrator

ADMINISTRATOR (evaluatee)

Rachel Green

SCHOOL DEPARTMENT

6TH STREET ANNEX

SUPERVISOR (evaluator)

Administrator Admin1

DATE (required)

10/08/2025 Allow

Directions: Evaluate the administrator's performance based on the following criteria:

- Productivity/Goal Attainment
- Effective Leadership/Communication
- Strategic Planning
- Information Analysis

1. PRODUCTIVITY / GOAL ATTAINMENT

Criteria:

Performs all areas of job tasks and responsibilities with attention given to detail and quality; performs duties in accordance with Board of Education policies and regulations, and approved administrative policies and procedures; fulfills legal and contractual obligations; provides requested/required information in a timely manner; provides products/services; evaluates staff to ensure department and district goals are met.

Possible Sources of Evidence:

- Evidence of completing job tasks and responsibilities
- Evidence of submitting reports by the deadline
- Evidence of completing and submitting effective staff evaluations
- Evidence of exercising good judgment in crisis situations
- Evidence of meeting timeline and goals

(required)

Meets Standard

Productivity / Goal Attainment Rating

Evaluator's Comments - Productivity / Goal Attainment (required)

B I U A Font Sizes **1 2 3 4 5 6 7 8 9 10 11 12 14 16 18 20 24 36 48 72**

Add any comments here for the evaluatee....

We have discussed the evaluation summarized above. The administrator's electronic signature does not necessarily indicate that he/she agrees with the evaluation or comments indicated.

Artifacts

Date Added	Added By	Associated With	Type	Title	Content
No data available in table					

Showing 0 to 0 of 0 entries

Attached Workflow

SV Sig + DR Sig

Current Status

Draft

Workflow Steps

Step	Signature
1	Signature by Supervisor/Evaluator
2	Signature by Direct Report: Rachel Green

✓ Saved at 9:53:00am

Back Save Progress Save & Submit

Form Tools

- ✓ Left side is form you are currently working on, filling out an evaluation
- ✓ Tools in middle open up a view only of other forms in the same process/rubric and a note taking tool
- ✓ Right side is view of form for reference

7. CUSTOMER SATISFACTION

Criteria:
Maintains ongoing communication with internal and external customers and other key stakeholders; ensures that interactions with all customers are welcoming; develops specific plans for increasing customer satisfaction; establishes community partnerships and collaborations that benefit work efforts; provides for effective relationships with stakeholders to support and enhance the school/department's ability to improve programs; identifies the needs of the school/department and of every stakeholder; assesses stakeholder satisfaction, and takes action to improve or correct areas in which satisfaction is low.

Possible Sources of Evidence:

- Evidence will include verbal and written feedback obtained from all customers and stakeholders
- Evidence will include results from customer surveys
- Evidence should include intervention strategies used to support the district in accomplishing its goals
- Evidence should include analysis of departmental results

	Meets Standard	Satisfactory Progress Made	Does Not Meet Standard
Customer Satisfaction Rating	☐	☐	☐

Evaluator's Comments - Customer Satisfaction

Keep running notes
10-15-2025 12:39:10 PM

8. INTERPERSONAL COMMUNICATION AND RELATIONSHIPS

Select All Show All Notes

Wednesday October 15, 2025

Add any notes in bottom

12:39:07 PM

Keep running notes

12:39:10 PM

Add notes then copy and paste them into form

Add text here

- Strategic Planning
- Information Analysis
- Resource Management/Budgeting
- Staff Development
- Customer Satisfaction

Adding Evidence

When in a process and working through the assigned forms, there are two ways to add evidence into that employee profile.

1. In the Form itself as you are evaluating the staff member
2. In the staff member folder, Evidence Tab, add Artifact and follow prompts

The screenshot displays the PowerSchool interface. On the left, a 'View Tasks' sidebar shows a list of tasks for 'Rachel', with the first task selected. The main area is divided into two panels. The left panel, titled 'Edit Artifact', contains a form with a 'Title' field (marked 'required'), a 'File Upload' section with a 'Choose File' button and a list of valid extensions (csv, tiff, doc, docx, ppt, pptx, xls, xlsx, pdf, txt, rtf, jpeg, gif, png, mp4, wmv, mov, avi, flv, wav, mp3, Max size 2GB), a 'URL' field, and a checkbox to 'Associate the artifact with one or more rubric items'. At the bottom of this panel are 'Save Artifact' and 'Cancel' buttons. The right panel, titled 'Evidence', shows a checkbox for 'Show information at time of process completion' and two buttons: 'Evidence' (highlighted with a red box) and 'Folder'. Below these are several rows of data with buttons like 'Schedule', 'Mark as Done', 'Go To Form', and 'Remove'. At the bottom of the interface, there is a 'Bulk Action' dropdown menu and a 'Go' button, with an 'Add Artifact' button highlighted by a red box.

Signatures & Mailbox

- ✓ Click icon or Signatures on Left
 - ✓ View and sign your own signature tasks
 - ✓ Track with direct reports still needing a signature
 - ✓ Send a bulk reminder of the signature task



Perform | Logging - Administrator Admin1 | End

My Folder

My Staff

Signatures

Documents Awaiting Your Signature

Document	Direct Report	Process	Action Required
No Results.			

0-0 of 0

20 per page

Awaiting Signature by a Direct Report

Document	Direct Report	Process	Action Required	Reminders
☐ Preliminary Evaluation - Non-School Based Administrator	M. Gellar	Non-School Based Administrators - Prel. & Final	Signature by Monica Gellar	View and Sign 0
☐ Professional Growth/Goal Setting Plan - Non-School Based Administrator	M. Gellar	Non-School Based Administrators - Prel. & Final	Signature by Monica Gellar	View and Sign 0

1-2 of 2

10 per page

Bulk Action

Staff Task Dashboard

Perform

- My Folder
- Dashboard
- Staff
- Schedule
- Reports
- Analysis
- Process Dashboard
- Task Dashboard

Tasks
Completed, 18.75% Not Completed, 81.25%

Completed, 18.75% Not Completed, 81.25%

Professional Growth/Goal Setting Plan - Non-School Based Administrator
2 Task(s), 1 Process(es) Submitted, 2

Final Evaluation - Non-School Based Administrator
2 Task(s), 1 Process(es) Saved, 1 Not Started

Final Evidence Worksheet - Non-School Based Administrator
2 Task(s), 1 Process(es) Not Started, 2

Task Status Detail

School Year: 2025/2026 ☐ Required Only ☐ Show Direct Reports of My Direct Reports

Filter: All ☐ Due ☐ Upcoming Tasks (due in 2 weeks or less)

Apply Filter Reset Filter

Staff	Process	Task	Responsible	Due Date	Status	Waiting On
☐ Green, Rachel	Non-School Based Administrators - Prel. & Final	Professional Growth/Goal Setting Plan - Non-School Based Administrator	R. Green	05/08/2026	Submitted	Signature By Supervisor/Evaluator
☐ Gellar, Monica	Non-School Based Administrators - Prel. & Final	Professional Growth/Goal Setting Plan - Non-School Based Administrator	M. Gellar	05/08/2026	Submitted	Signature By Supervisor/Evaluator

- ✓ Shows list of staff (assigned to you), the progress of process assigned by form
- ✓ Click on “submitted” to see focused list.

Printing a Completed Form

Navigate to: My Staff, EvaluationTab, search for that employee, click Folder

The screenshot displays the PowerSchool Perform interface. On the left, the 'My Staff' sidebar is visible with a search bar and filters. The main area shows the 'Evaluation' tab for 'Monica Gellar'. A 'Processes' panel is open, listing tasks for 'Final Evaluation - Non-School Based Administrator'. The task list includes: 1. Professional Growth/Goal Sett..., 2. Goal Setting Conference, 3. Preliminary Evidence Workshee..., 4. Preliminary Evaluation - Non-..., 5. Preliminary Evaluation Confer..., 6. Final Evidence Worksheet - No..., 7. Final Evaluation - Non-School..., and 8. Final Evaluation Conference. The task 'Final Evaluation - Non-School Based Administrator' is selected, showing details for 'Responsible: A. Admin1', 'Monica Gellar', and 'Building: 6TH STREET ANNEX'. A green circle highlights the print icon in the top right corner of the task details panel.

PowerSchool



Let's Look at the Live System



Professional Learning and Licensure

Nicole Natal, Human Resources Assistant
Rhonda Rice, Director
HREvaluations@columbus.k12.oh.us
614-365-5039

