

Professional Growth Plan - Educator

Teachers, counselors, license support professional, assistant principals and principals will need to complete a Professional Growth Plan, unless on an improvement plan at the beginning of the year due to a previous evaluation rating of ineffective. The process to complete the plan is the same for all educators. Only the person who creates a goal can edit the goal.

- Educators with a previous rating of Accomplished will create a self-directed Professional Growth Plan.
- Educators with a previous rating of Skilled will create a Professional Growth Plan jointly with their evaluator.
- Educators with a previous rating of Developing will create a Professional Growth Plan guided by their evaluator.
- Educators without a previous rating will create a Professional Growth Plan collaboratively with their evaluator.
- Principals and assistant principals will create a Professional Growth Plan collaboratively with their evaluator.

Step 1: Login at www.ohioes.com and click on the evaluation hyperlink from the **Dashboard** page.

DASHBOARD

Home Tammy Teacher

Announcements [view all \(2\)](#)

08/16/2021
If you are selecting OhioES for the first time, and you do not see your educators. Please login to eTPES to select OhioES as the system for the new year. This will migrate your data from eTPES into OhioES. Give this process up to 24 hours to complete.

Activity Feed [mark all as read](#)
You currently have no items in your activity feed.

Evaluations

Evaluation	Status
OTES @ CCS_UserGuide9890 County School District Full	SA PG OB FH P 1 2

My Profile

Current Staffing
Teacher @ CCS_UserGuide9890 Elementary School

Evaluator Credentials
NONE

Step 2: Click **Professional Growth Plan** from the navigation selections.

Tammy Teacher (AB9301617)

2021-2022 2021 OTES CCS Evaluation | CCS_UserGuide9890 County School District (T95208) | Full Evaluation | Online Combination

Overview

Attachments

SELF-ASSESSMENT

Assessments

PROFESSIONAL GROWTH

Professional Growth Plan

EVALUATION

Conference

Evaluation Overview ⓘ

0 / 0

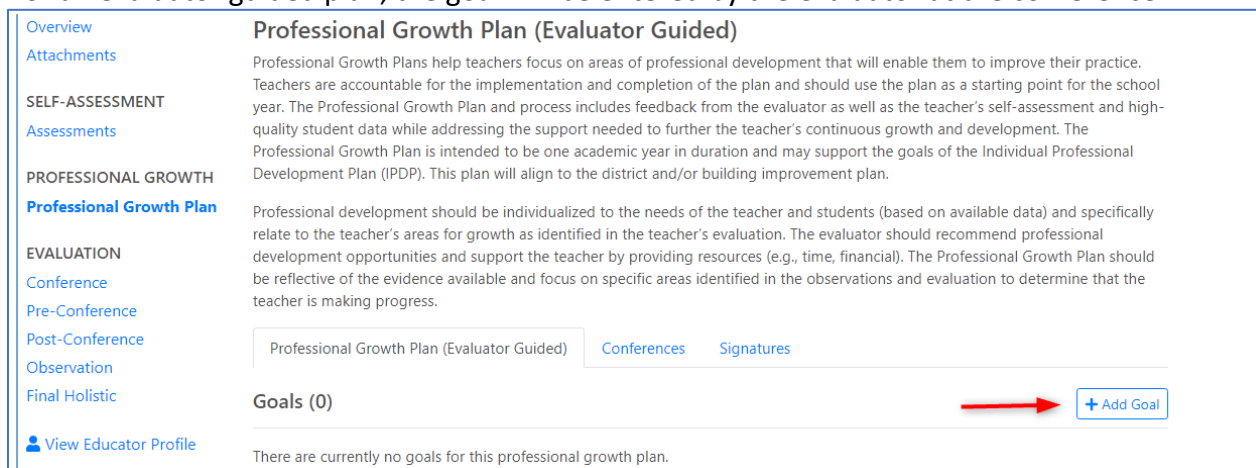
Observations Completed

Professional Growth Plan

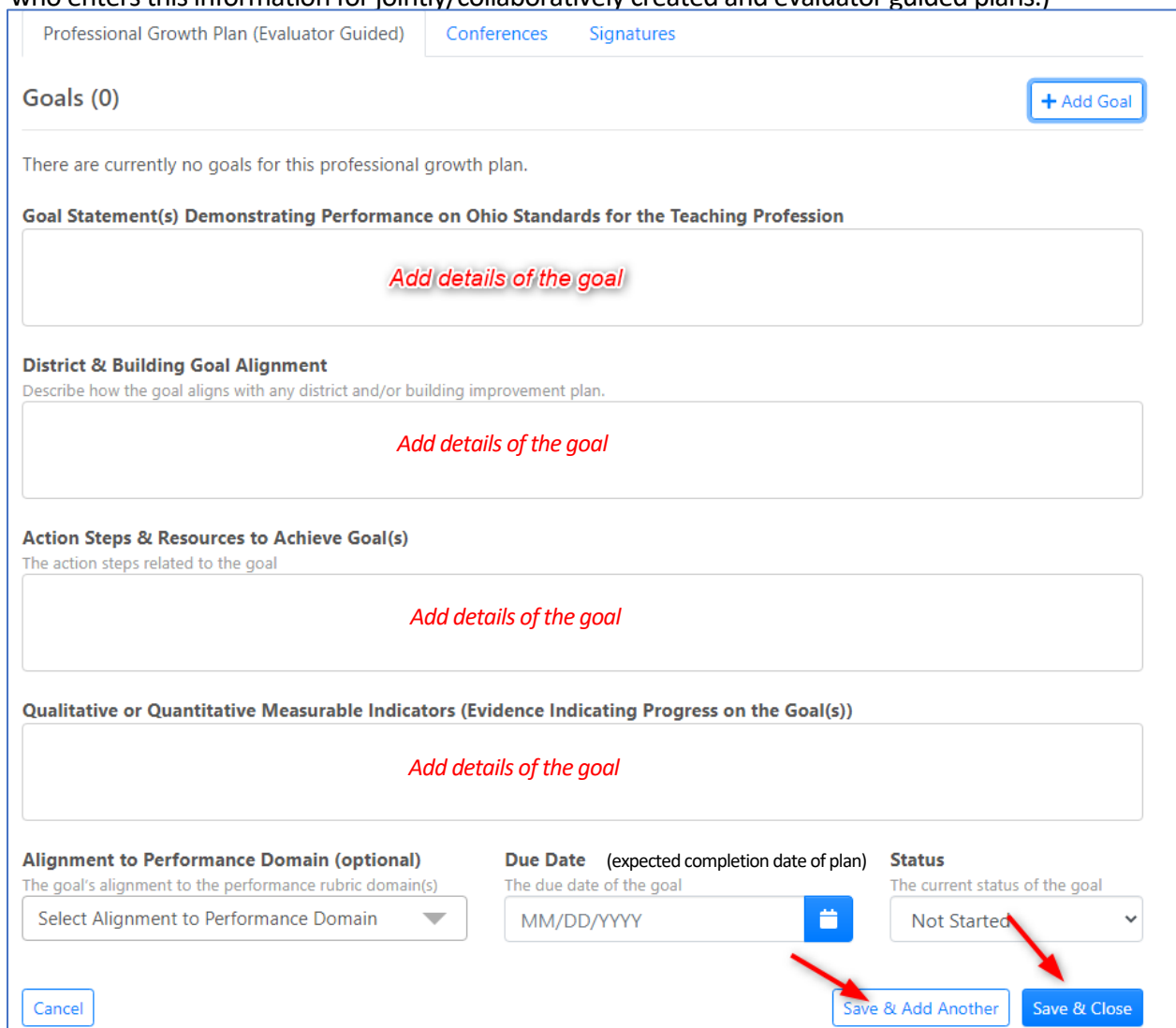
Not Started

Evaluators

Step 3: For a self-directed Professional Growth plan, click **Add Goal**. For a jointly/collaboratively developed Professional Growth Plan, collaborate with the evaluator on whether the draft goal should be entered prior to the conference or whether the evaluator will enter it at the conference. For an evaluator guided plan, the goal will be entered by the evaluator at the conference.



Step 4: For a self-directed Professional Growth Plan, enter the goal details. Once details have been entered, click either **Save & Add Another** or **Save & Close**. You can edit the goal as needed until the Professional Growth Plan has been signed at the end of the evaluation period. (See Step 3 notes for who enters this information for jointly/collaboratively created and evaluator guided plans.)



Note: The drop down for the alignment to the Performance Domain is a multi-select drop down. Check the box for each indicator applicable.

The screenshot shows a form for creating a goal. It is divided into three main sections: Alignment to Performance Domain (optional), Due Date, and Status. The Alignment section has a multi-select dropdown menu with 'Knowledge of Students (KS) x' and 'Assessment of Student Learning (AoSL) x' selected. Below the dropdown is a list of checkboxes: Focus for Learning (FL), Knowledge of Students (KS) (checked), Lesson Delivery (LD), Classroom Environment (CE), and Assessment of Student Learning (AoSL) (checked). A red arrow points to the 'Knowledge of Students (KS)' checkbox. The Due Date section has a text input field with the placeholder 'MM/DD/YYYY' and a calendar icon. The Status section has a dropdown menu with 'Not Started' selected. At the bottom right, there are two buttons: 'Save & Add Another' and 'Save & Close'.

Step 5: To edit an existing goal, click **Edit**. If any signatures have been added on the **Signatures** tab, the signatures would need to be removed by completing an Evaluation Record Change Request Form (located on the ILEAD website) before edits can be completed. Please note, only the person who created the goal will have the option to edit the goal.

The screenshot shows the details of a goal. At the top, there are tabs for 'Professional Growth Plan (Evaluator Guided)', 'Conferences', and 'Signatures'. Below the tabs, there is a section for 'Goals (1)' with a '+ Add Goal' button. The goal is dated '12/01/2021'. To the right of the date, there are 'Edit' and 'Delete' buttons. A red arrow points to the 'Edit' button. Below the buttons, there are three sections: 'Goal Statement(s) Demonstrating Performance on Ohio Standards for the Teaching Profession' with a sub-section 'My Goal Statement'; 'District & Building Goal Alignment' with a sub-section 'Describe how the goal aligns with any district and/or building improvement plan.'; and 'Action Steps & Resources to Achieve Goal(s)' with a list of two action steps: '1. Action to complete goal' and '2. Action to complete goal'.

Step 6: If on a self-directed plan, click **Notify Evaluator for Plan Review** when ready for the evaluator to view. If changes are made later, the notify feature can be used again.

Goals (1) + Add Goal

▼ 12/01/2021 Edit Delete

Goal Statement(s) Demonstrating Performance on Ohio Standards for the Teaching Profession
My Goal Statement

District & Building Goal Alignment
Describe how the goal aligns with any district and/or building improvement plan.

Action Steps & Resources to Achieve Goal(s)
1. Action to complete goal
2. Action to complete goal

Qualitative or Quantitative Measurable Indicators (Evidence Indicating Progress on the Goal(s))
Progress to show

Alignment of Performance Domain	Due Date	Status
Knowledge of Students (KS), Assessment of Student Learning (AoSL)	12/01/2021	Not Started

Created By: Tammy Teacher

Notify Evaluator
If you are ready for your Professional Growth Plan to be reviewed by your evaluator, you can notify them by clicking the button below.

✉ Notify Evaluator for Plan Review

Step 7: When the educator meets with the evaluator throughout the school year about the initial creation of the Professional Growth Plan, progress on the plan, etc., the evaluator will enter the conference information. The educator will confirm the conference information. Click the **Conferences** tab and then click the green checkbox to confirm the conference.

Professional Growth Plan (Evaluator Guided)

Professional Growth Plans help teachers focus on areas of professional development that will enable them to improve their practice. Teachers are accountable for the implementation and completion of the plan and should use the plan as a starting point for the school year. The Professional Growth Plan and process includes feedback from the evaluator as well as the teacher's self-assessment and high-quality student data while addressing the support needed to further the teacher's continuous growth and development. The Professional Growth Plan is intended to be one academic year in duration and may support the goals of the Individual Professional Development Plan (IPDP). This plan will align to the district and/or building improvement plan.

Professional development should be individualized to the needs of the teacher and students (based on available data) and specifically relate to the teacher's areas for growth as identified in the teacher's evaluation. The evaluator should recommend professional development opportunities and support the teacher by providing resources (e.g., time, financial). The Professional Growth Plan should be reflective of the evidence available and focus on specific areas identified in the observations and evaluation to determine that the teacher is making progress.

[Professional Growth Plan \(Evaluator Guided\)](#) [Conferences](#) [Signatures](#)

During the professional growth plan any conferences between the educator and evaluator may be documented as well as any notes or attachments that are pertinent to the plan.

📅 Conferences

Conference Date	Outcome	Justification	Future Conference Date	Educator Confirmed
09/14/2021	Initial	Follow up conference	12/14/2021	No <input checked="" type="checkbox"/>

📄 Notes & Attachments

[+ Add Note](#)

There are no notes at this moment

Next, enter your PIN. Click **Forgot PIN?** to view your PIN. Click **Confirm Plan Conference**.

Note: Some browsers will auto populate fields. If there are dots in the PIN field when the page loads, remove what has been entered and type your PIN.

Confirm Plan Conference [X]

Would you like to confirm the events of this conference? By doing so you agree that you have met with your evaluator on the date listed.

PIN
Your digital signature to confirm action

[Key icon] [Dots] **** [Forgot Pin?]

[Cancel] [Confirm Plan Conference]

Step 8: To enter notes regarding the goal, the conference(s) and/or add attachments, click **+Add Note**.

Professional Growth Plan (Evaluator Guided) [Conferences] [Signatures]

During the professional growth plan any conferences between the educator and evaluator may be documented as well as any notes or attachments that are pertinent to the plan.

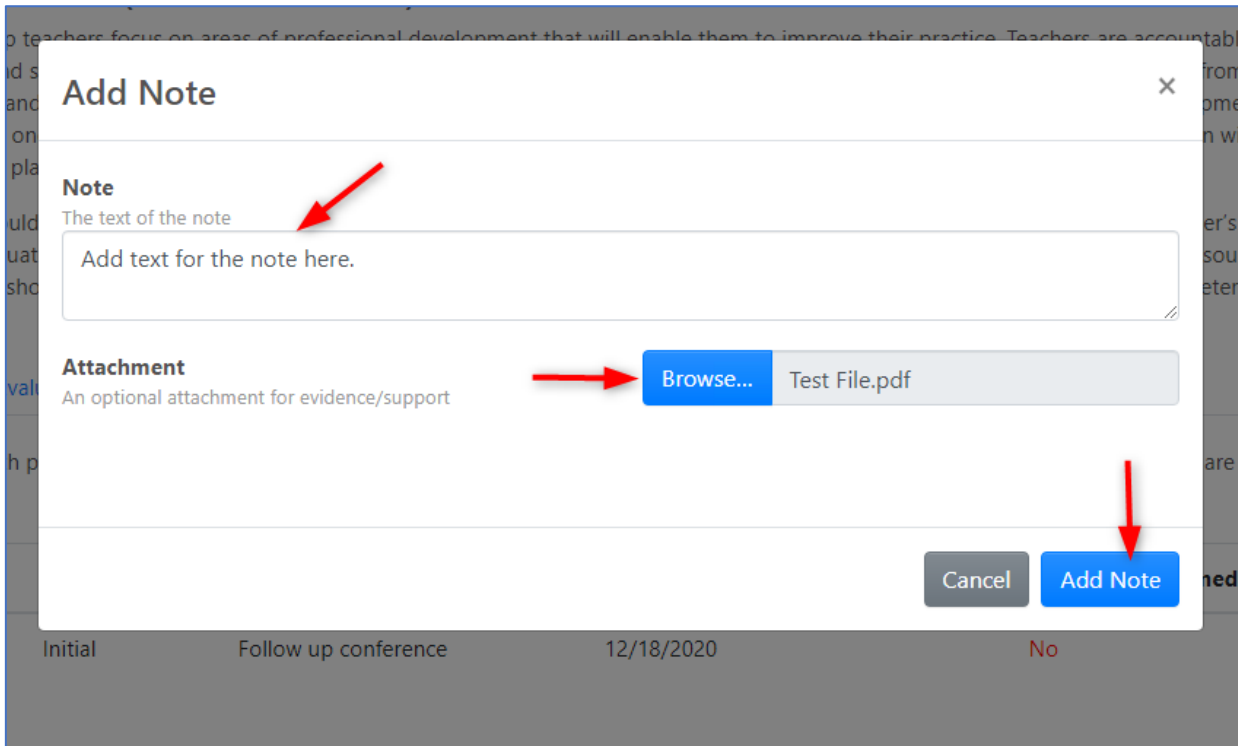
Conferences

Conference Date	Outcome	Justification	Future Conference Date	Educator Confirmed
09/14/2021	Initial	Follow up conference	12/14/2021	✓

Notes & Attachments [+ Add Note]

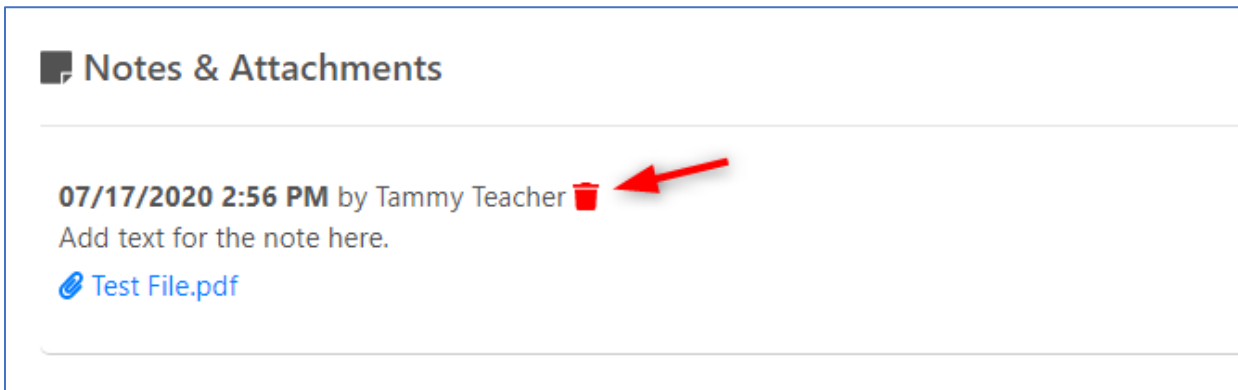
There are no notes at this moment

Enter the text for the note. Click **Browse** to select an attachment. Click **Add Note**.



The screenshot shows a modal dialog box titled "Add Note". At the top left is the title "Add Note" and a close button (X). Below the title is a section labeled "Note" with the subtitle "The text of the note". Underneath is a text input field containing the placeholder text "Add text for the note here.". Below the text field is a section labeled "Attachment" with the subtitle "An optional attachment for evidence/support". To the right of this section is a blue "Browse..." button and a greyed-out area containing the text "Test File.pdf". At the bottom right of the dialog are two buttons: a grey "Cancel" button and a blue "Add Note" button. Three red arrows are overlaid on the image: one pointing to the text input field, one pointing to the "Browse..." button, and one pointing to the "Add Note" button.

The creator of the note can remove the note entry, if desired, by clicking the red trash can icon next to the note.



The screenshot shows a section titled "Notes & Attachments". Below the title is a list of notes. The first note is dated "07/17/2020 2:56 PM" and is by "Tammy Teacher". To the right of the name is a red trash can icon. A red arrow points to this icon. Below the note is the text "Add text for the note here." and a link "Test File.pdf".

Step 9: Once the Professional Growth Plan is complete at the end of the evaluation period, the primary evaluator will sign the goal on the **Signatures** tab of the goal. Once the evaluator has signed, then the educator will sign. Click **+ Add my signature**.

Professional Growth Plan (Evaluator Guided)

Professional Growth Plans help teachers focus on areas of professional development that will enable them to improve their practice. Teachers are accountable for the implementation and completion of the plan and should use the plan as a starting point for the school year. The Professional Growth Plan and process includes feedback from the evaluator as well as the teacher's self-assessment and high-quality student data while addressing the support needed to further the teacher's continuous growth and development. The Professional Growth Plan is intended to be one academic year in duration and may support the goals of the Individual Professional Development Plan (IPDP). This plan will align to the district and/or building improvement plan.

Professional development should be individualized to the needs of the teacher and students (based on available data) and specifically relate to the teacher's areas for growth as identified in the teacher's evaluation. The evaluator should recommend professional development opportunities and support the teacher by providing resources (e.g., time, financial). The Professional Growth Plan should be reflective of the evidence available and focus on specific areas identified in the observations and evaluation to determine that the teacher is making progress.

[Professional Growth Plan \(Evaluator Guided\)](#) [Conferences](#) [Signatures](#)

Signatures

Signatures are only required when the plan has been finished and will complete this form for the year.

✎ 08/21/2021 01:52 PM
Eva Evaluator
Primary Evaluator

+ Add my signature

Step 10: Enter the PIN in the **PIN** entry field. If you do not know your PIN, click **Show PIN**. Once the PIN has been entered, click **Sign**.

Add Signature

Please enter your PIN to electronically sign this document

Key icon [PIN input field] **** Show Pin

Cancel Sign

For state policy and district procedure questions or if any changes are required to the setup, please contact ileadadmin@columbus.k12.oh.us. For Technical Support, please contact support@ohioes.com.