

## Professional Growth Plan - Evaluator

Teachers, counselors, license support professionals, 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 OhioES process to create, review, edit and sign the professional growth plan is the same for all educator types and is based on the following:

- Teachers, counselors and license support professionals with a previous rating of Accomplished will create a self-directed Professional Growth Plan.
- Teachers, counselors and license support professionals with a previous rating of Skilled will create a Professional Growth Plan jointly with their evaluator.
- Teachers, counselors and license support professionals with a previous rating of Developing will create a Professional Growth Plan guided by their evaluator.
- Teachers, counselors and license support professionals 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.

For a self-directed Professional Growth Plan, the goal and actions are entered by the educator; the educator will notify the evaluator when the plan is ready to view. A system notification will show in the activity feed on the dashboard. At this time, a conference to discuss the self-directed plan can be conducted. For a jointly/ collaboratively developed Professional Growth Plan, collaborate with the educator on whether the draft goal should be entered by him/her prior to a 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.

The screenshot shows the Ohio Department of Education dashboard for a user named Patty Principal. The dashboard includes a navigation bar with 'DASHBOARD', 'DISTRICTS & SCHOOLS', and 'EVALUATIONS'. Below the navigation bar, there is a home icon and the user's name 'Patty Principal'. A section for 'Announcements view all (2)' contains a notification dated 07/22/2019: 'This is a test administrative state level announcement 8878. You should see this on the log in screen since it is a critical announcement.' Below this, there is a link to 'https://www.wolframalpha.com'. The 'Activity Feed' section contains two notifications, both dated 08/12/2019. The first notification is 'PGP Review Reminder NEW' with a red arrow pointing to the 'NEW' badge, and the text 'A Professional Growth plan for Tommy Teacher (AB9799790) is ready for review'. The second notification is also 'PGP Review Reminder NEW' with the text 'A Professional Growth plan for Tammy Teacher (AB9030926) is ready for review'. On the right side of the dashboard, there is a sidebar with 'Evaluation' and 'OhioES' buttons.

The educator's Professional Growth Plan can be accessed by clicking the hyperlink in the notification.

This screenshot is identical to the one above, showing the Ohio Department of Education dashboard for Patty Principal. The 'Activity Feed' section contains two notifications. The first notification is 'PGP Review Reminder' with a red arrow pointing to the text 'A Professional Growth plan for Tommy Teacher (AB9799790) is ready for review'. The second notification is 'PGP Review Reminder NEW' with the text 'A Professional Growth plan for Tammy Teacher (AB9030926) is ready for review'. The sidebar on the right shows 'Evaluation' and 'OhioES76' buttons.

Once you have reviewed the Professional Growth Plan, click the ellipsis to **Mark as Read** or **Dismiss Notification**.

DASHBOARD DISTRICTS & SCHOOLS EVALUATIONS

Home Patty Principal

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

07/22/2019  
This is a test administrative state level announcement 8878. You should see this on the log in screen since it is a critical announcement.

<https://www.wolframalpha.com>

Activity Feed

PGP Review Reminder **NEW** 08/12/2019 \*\*\*  
A Professional Growth plan for Tommy Teacher (AB9799790) is ready for review

PGP Review Reminder **NEW** 08/12/2019  
A Professional Growth plan for Tammy Teacher (AB9030926) is ready for review

Evaluations

Evaluation

OPES @ OhioES76

Mark as Read

Dismiss Notification

Yes

**Step 1:** Review, add and/or edit goals.

Meet with the educator to create the Professional Growth Plan. For self-directed plans, view the goal on the **Professional Growth Plan** tab within the form at the conference. A goal entered by the educator can only be edited by the educator.

Tammy Teacher (AB9944517)

2020-2021 2020 OTES Evaluation | OhioES4766 County School District (T98333) | Full Evaluation | Online Combination

Overview

Settings

Attachments

EVALUATION

Observation

Final Holistic

PROFESSIONAL GROWTH

Professional Growth Plan

View Educator Profile

Professional Growth Plan (Evaluator Guided)

Conferences Signatures

Goals (1) [+ Add Goal](#)

12/22/2020

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

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

Action Steps & Resources to Achieve Goal(s)

A goal will be added by the evaluator for Professional Growth Plans guided by the evaluator. For jointly/ collaboratively created plans, the evaluator will add the goal, if the educator wasn't asked to have a draft goal entered prior to the conference. To add a goal, click **+ Add Goal**.

**Note:** If the goal is *self-directed*, the evaluator cannot add a goal.

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](#)

Goals (1)  [+ Add Goal](#)

▼ © 12/22/2020

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

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

Add the details of the goal and then click **Save & Close**.

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

Goals (1)

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

Add details of the goal.

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

Add details of the goal.

**Action Steps & Resources to Achieve Goal(s)**  
The action steps related to the goal

Add details of the goal.

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

Add details of the goal.

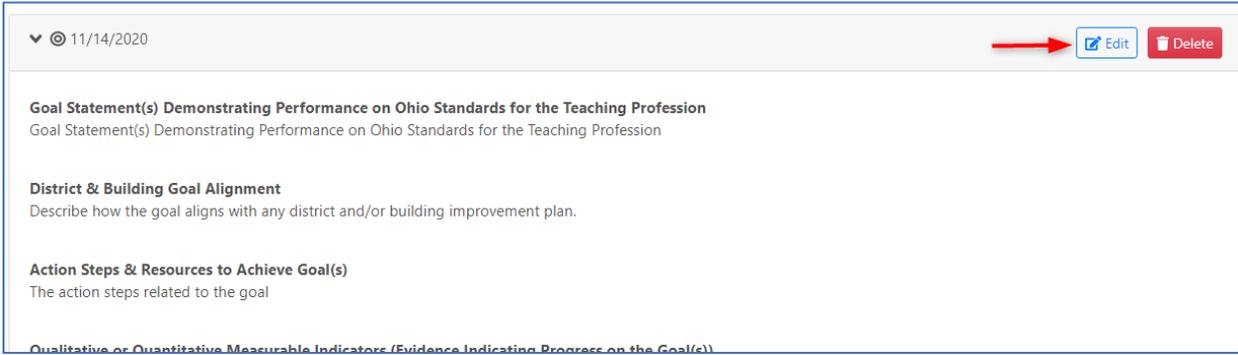
**Alignment to Performance Domain (optional)**  
The goal's alignment to the performance rubric domain(s)  
Select Alignment to Performance Domain ▼

**Due Date**  
The due date of the goal  
MM/DD/YYYY 

**Status**  
The current status of the goal  
Not Started ▼

[Cancel](#) [Save & Add Another](#)  [Save & Close](#)

The evaluator can edit the goal he/she entered, but not a goal created by someone else. The evaluator can click **Edit** to edit the goal.



11/14/2020

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

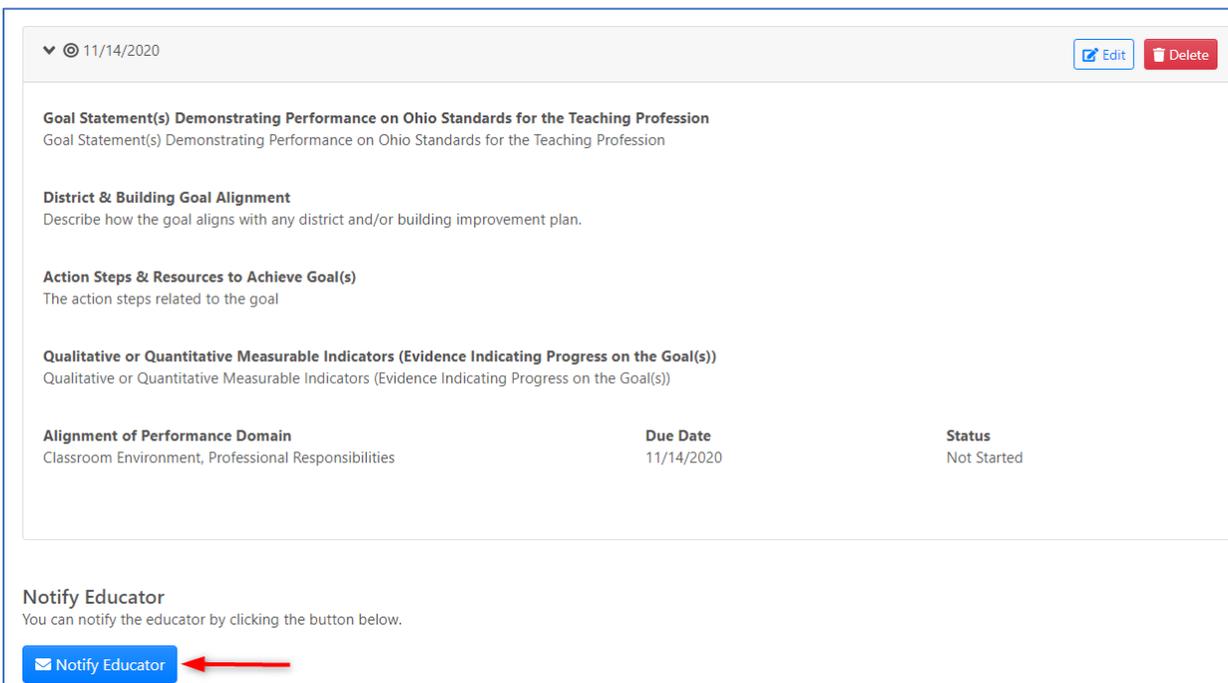
**District & Building Goal Alignment**  
Describe how the goal aligns with any district and/or building improvement plan.

**Action Steps & Resources to Achieve Goal(s)**  
The action steps related to the goal

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

[Edit](#) [Delete](#)

Once the goal has been entered, the evaluator can notify the educator. Click **Notify Educator** which is located below the goals.



11/14/2020

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

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

**Action Steps & Resources to Achieve Goal(s)**  
The action steps related to the goal

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

Alignment of Performance Domain	Due Date	Status
Classroom Environment, Professional Responsibilities	11/14/2020	Not Started

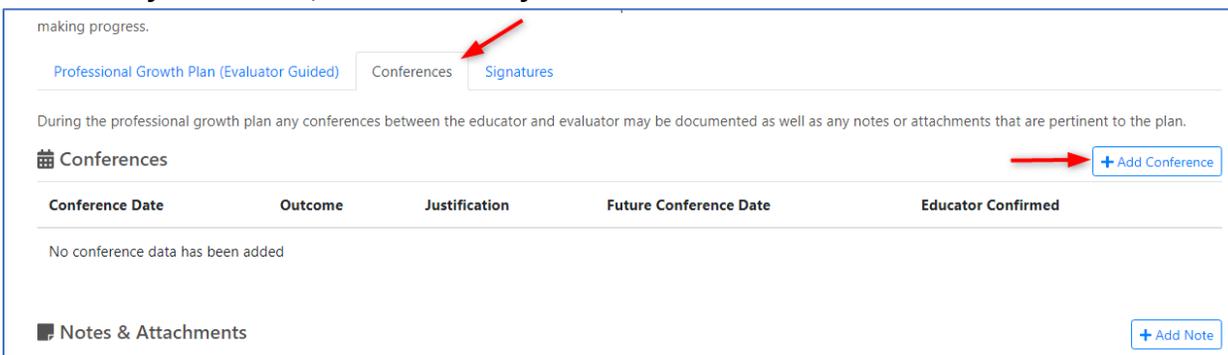
**Notify Educator**  
You can notify the educator by clicking the button below.

[Notify Educator](#)

[Edit](#) [Delete](#)

**Step 2: Conferences:** When the evaluator and educator meet 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 in OhioES.

On the **Conferences** tab, click **+ Add Conference**.



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** [+ Add Conference](#)

Conference Date	Outcome	Justification	Future Conference Date	Educator Confirmed
No conference data has been added				

**Notes & Attachments** [+ Add Note](#)

Enter the conference details and click **Add Plan Conference**.

**Note:** If the evaluator would like to create a meeting request for a future conference date to review the plan, click the check box for **Send Calendar Invite**. The calendar invite will be sent to both the evaluator and the educator.

**Add Plan Conference** [X]

**Plan Conference Date**  
The date the evaluator(s) and educator met to evaluate the professional growth plan  
08/20/2020

**Conference Outcome**  
The outcome of this conference  
Initial

**Future Conference Date**  
The date the professional growth plan will be revisited  
12/10/2020

**Send Calendar Invite**   
Send a calendar invite to the educator and primary evaluator

**Justification**  
The justification of the recommendation  
The justification of the recommendation

Cancel Add Plan Conference

Once the conference has been added, the educator will receive a system notification in his/her activity feed on the home page as well as the notification icon by his/her name.

Ohio Department of Education

Tammy Teacher

Announcements

Activity Feed [mark all as read](#)

**Plan Conference** **NEW**  
Patty Principal (AB9045785) has scheduled your Professional Growth Plan conference for 8/20/2020. 07/31/2020

Evaluations

Evaluation	Status
OTES @ OhioES9991 County School District	PGP, OES, OES, PM
<a href="#">Full</a>	1 2

My Profile

After the educator has confirmed the conference, the Educator Confirmed column will display a green checkmark.

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** + Add Conference

Conference Date	Outcome	Justification	Future Conference Date	Educator Confirmed
08/20/2020	Initial	The justification of the recommendation	12/10/2020	✓

**Notes & Attachments** + Add Note

### Step 3: Add Notes and Attachments

On the **Conferences** tab, click **+ Add Note** to add a note and/or attachment.

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** + Add Conference

Conference Date	Outcome	Justification	Future Conference Date	Educator Confirmed
08/20/2020	Initial	The justification of the recommendation	12/10/2020	✓

**Notes & Attachments** + Add Note

There are no notes at this moment

Enter the text of the **Note**. An attachment can be added by clicking the **Browse** button. Attachments are optional. Once details have been entered, click **Add Note**.

**Add Note** [Close]

**Note**  
The text of the note

**Attachment**  
An optional attachment for evidence/support

Browse...

Cancel Add Note

**Step 4:** Once the Professional Growth Plan has been completed at the end of the evaluation period and the final conference to discuss the goal results has occurred, the evaluator will electronically sign with a PIN signature first. Once the evaluator has signed, then the educator can sign. To sign, go to the **Signatures** tab of the goal form and 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 and completion of the plan and should use the plan as a starting point for the school year. The Professional Growth Plan at the teacher's self-assessment and high-quality student data while addressing the support needed to further the teacher's c Growth Plan is intended to be one academic year in duration and may support the goals of the Individual Professional Dev and/or building improvement plan.

Professional development should be individualized to the needs of the teacher and students (based on available data) and identified in the teacher's evaluation. The evaluator should recommend professional development opportunities and support. The Professional Growth Plan should be reflective of the evidence available and focus on specific areas identified in the ob 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.

No signatures found   **+ Add my signature**

This screenshot shows the 'Signatures' tab selected in the 'Professional Growth Plan (Evaluator Guided)' interface. A red arrow points to the 'Signatures' tab. Below the tabs, there is a section titled 'Signatures' with a sub-header 'Signatures' and a note: 'Signatures are only required when the plan has been finished and will complete this form for the year.' There are two buttons: 'No signatures found' and '+ Add my signature'. A red arrow points to the '+ Add my signature' button.

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** [Close]

Please enter your PIN to electronically sign this document

[Key icon] [PIN field] \*\*\*\* [Show Pin] [Cancel] [Sign]

This screenshot shows the 'Add Signature' dialog box. It has a title bar with 'Add Signature' and a close button. The main text says 'Please enter your PIN to electronically sign this document'. Below this is a PIN entry field with a key icon on the left and four asterisks '\*\*\*\*' to its right. To the right of the PIN field is a 'Show Pin' button. At the bottom right are two buttons: 'Cancel' and 'Sign'. Red arrows point to the key icon, the PIN field, the 'Show Pin' button, and the 'Sign' button.

If changes need to be made after the goal has been signed at the end of the evaluation period, signatures will need to be removed by completing an Evaluation Record Change Request Form (found on the ILEAD website). Once signatures have been removed, the goal can be edited by the person who created the goal.

### Professional Growth Plan (Evaluator Guided)

Professional Growth Plans help teachers focus on areas of professional development that will enable them to improve their practice. The plan should be used throughout the year and completion of the plan and should use the plan as a starting point for the school year. The Professional Growth Plan and process should be based on the teacher's self-assessment and high-quality student data while addressing the support needed to further the teacher's continuous improvement. The Professional Growth Plan is intended to be one academic year in duration and may support the goals of the Individual Professional Development Plan and/or building improvement plan.

Professional development should be individualized to the needs of the teacher and students (based on available data) and specifically identified in the teacher's evaluation. The evaluator should recommend professional development opportunities and support the teacher's growth. The Professional Growth Plan should be reflective of the evidence available and focus on specific areas identified in the observations and data. The Professional Growth Plan should be updated as the teacher is making progress.

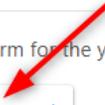
[Professional Growth Plan \(Evaluator Guided\)](#)   [Conferences](#)   [Signatures](#)

#### Signatures

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

<p> 07/31/2020 03:42 PM Patty Principal Primary Evaluator</p>	<p> 07/31/2020 03:44 PM Tammy Teacher Educator</p>	<p><a href="#">Remove all signatures and reopen</a></p>
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Evaluation Record Change Request Form (located on the ILEAD website) required.



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