



# 2023-24 OPES 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	Administrators
By September 1	Log in to Ohio Evaluation System ( <a href="#">OhioES</a> ) and verify staff roster. <ul style="list-style-type: none"> <li>Please send any corrections to <a href="mailto:ileadadmin@columbus.k12.oh.us">ileadadmin@columbus.k12.oh.us</a>.</li> </ul>	
August - September 8		Log in to Ohio Evaluation System ( <a href="#">OhioES</a> ) and verify information. <ul style="list-style-type: none"> <li>Please send any corrections to <a href="mailto:ileadadmin@columbus.k12.oh.us">ileadadmin@columbus.k12.oh.us</a>.</li> <li>Complete <a href="#">Self-Assessments</a> and add your signature (PIN) to submit. (This is a required component of the evaluation. If not signed/submitted, the evaluation will be considered <b>not complete</b>.)</li> </ul>
August - September 29	<p>Development of <a href="#">Professional Growth Plans</a>/Improvement Plans for <b>all</b> Administrators (based on prior year's rating)</p> <ul style="list-style-type: none"> <li>Self-Directed Professional Growth Plan <ul style="list-style-type: none"> <li>Accomplished = created <b>by the administrator being evaluated</b></li> </ul> </li> <li><i>Collaborative</i> Professional Growth Plans <ul style="list-style-type: none"> <li>Skilled = jointly created <b>with the evaluator</b></li> <li>Developing = guided <b>by the evaluator</b></li> <li>New/no previous rating = jointly created <b>with the evaluator</b></li> </ul> </li> <li>Improvement Plan <ul style="list-style-type: none"> <li>Ineffective = created <b>by the evaluator</b></li> </ul> </li> </ul> <p><b>REMINDERS:</b></p> <ol style="list-style-type: none"> <li>When the administrator meets with the evaluator throughout the school year about the initial development of the Professional Growth Plan (PGP)/Improvement Plan (IP), progress on the plan, etc., the evaluator will enter the conference in the PGP/IP conference tab of OhioES. The administrator should confirm the conference information.</li> <li>Professional Growth Plan/Improvement Plan conferences can be combined with the optional pre-conferences/conferences – with separate documents entered in OhioES.</li> </ol>	<p>Participate in the development of <a href="#">Professional Growth Plans</a>/Improvement Plans (based on prior year's rating).</p> <ul style="list-style-type: none"> <li>Self-Directed Professional Growth Plan <ul style="list-style-type: none"> <li>Accomplished = created <b>by the administrator being evaluated</b></li> </ul> </li> <li><i>Collaborative</i> Professional Growth Plans <ul style="list-style-type: none"> <li>Skilled = jointly created <b>with the evaluator</b></li> <li>Developing = guided <b>by the evaluator</b></li> <li>New/no previous rating = jointly created <b>with the evaluator</b></li> </ul> </li> <li>Improvement Plan <ul style="list-style-type: none"> <li>Ineffective = created <b>by the evaluator</b></li> </ul> </li> </ul> <p><b>REMINDER:</b> Professional Growth Plan (PGP)/Improvement Plan (IP) conferences should have "confirmation" from the administrator. When the administrator meets with the evaluator throughout the school year about the initial development of the Professional Growth Plan/Improvement Plan, progress on the plan, etc., the evaluator will enter the conference in the PGP/IP conference tab of OhioES. The administrator should confirm the conference information.</p>



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September 29	After administrators have completed the High-Quality Student Data (HQSD) form in OhioES, review the <a href="#">identified sources</a> to ensure they are on the approved ODE, CCS, or building lists and submit/sign.	Deadline to submit choices of two <a href="#">High Quality Student Data (HQSD) sources</a> via HQSD identification form in OhioES.
August 12 - January 12	<p><b>After</b> Professional Growth and Improvement Plans are developed:</p> <ul style="list-style-type: none"> <li>Conduct first semester components (optional conferences, walkthroughs, and observations).</li> <li><b>Discuss and document</b> progress on the Professional Growth Plan/Improvement Plan using the conference tab within the PGP/IP in OhioES.</li> <li>Provide an ink-signed printed copy of the first cycle observation to the administrator to fulfill the preliminary evaluation requirements of Ohio law. (Upload the ink-signed document as an attachment in OhioES.)</li> </ul> <p><i>(Documentation must be submitted in OhioES prior to the next interaction and within seven school days of occurrence.)</i></p>	<ul style="list-style-type: none"> <li>Administrators will provide evidence of PGP/IP progress during collaborative PGP/IP conferences and confirm the conference in OhioES afterwards.</li> <li>Receive an ink-signed printed copy of the first cycle observation.</li> </ul>
October 24	Generate applicable reports in OhioES and analyze progress.	Review OhioES evaluation information and progress.
November 1		<b>Deadline to submit retirement notification to Human Resources to be exempted from the evaluation process</b>
January 12	Generate applicable reports in OhioES and analyze progress.	Review OhioES evaluation information and progress.
January 16 - April 19	<ul style="list-style-type: none"> <li>Conduct second semester components (optional conferences, walkthroughs, and observations).</li> <li><b>Discuss and document</b> progress on the Professional Growth Plan/Improvement Plan using the conference tab within the PGP/IP in OhioES.</li> </ul> <p><i>(Documentation must be submitted in OhioES prior to the next interaction and within seven school days of occurrence.)</i></p>	Administrators will provide evidence of PGP progress during collaborative PGP/IP conferences and confirm the conference in OhioES afterwards.
March 15	Generate applicable reports in OhioES and analyze progress.	Review OhioES evaluation information and progress.
March 15, 19, 21, 25	End of Year Evaluation Procedures Training (These dates are tentative; various times will be offered.)	



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Dates	Evaluators	Administrators
March 29 - April 5	<b>SPRING BREAK</b>	
April 19	Deadline for evaluation components to be completed in OhioES for all administrators	Throughout the school year, administrators review the evaluation component documents in OhioES for feedback and growth, check for completion of documents by the evaluator, and sign/pin (optional) the documents.
April 22 - 25	Review communication from Professional Learning and Licensure for information to finalize the evaluation process.	Review communication from Professional Learning and Licensure for information to finalize the evaluation process.
April 26	<p>Deadline for completing Final Holistics in OhioES</p> <p><b><i>A Final Holistic can only be entered and signed/pinned if <u>all</u> components (see CCS evaluation graphic) of the evaluation cycle were completed. This includes the PGP/IP, which may not allow a signature by the evaluator unless the administrator has confirmed the PGP/IP conferences. Evaluations with missing components will be marked <b>not complete</b>.</i></b></p>	<p>Throughout the school year, administrators review the evaluation component documents in OhioES for feedback and growth, check for completion of documents by the evaluator, and sign/pin (optional) the documents.</p> <p><b><i>PGPs/IPs may require the administrator to confirm the conference before the evaluator can submit/sign it. PGPs/IPs that cannot be submitted/signed will cause the evaluation to be <b>not complete</b>.</i></b></p>
April 29 - May 1	Review communication from Professional Learning and Licensure for information to finalize the evaluation process.	<ul style="list-style-type: none"> <li>Log in to OhioES, view rating and acknowledge (enter PIN) Final Holistic Form. Acknowledgement is not required but is highly recommended.</li> <li>Review communication from Professional Learning and Licensure for information to finalize the evaluation process.</li> </ul>
May 2 – 9	<ul style="list-style-type: none"> <li>Log in to OhioES to obtain Final Holistic Forms for principals/assistant principals.</li> <li>Hold Final Conferences with principals/assistant principals and provide the following: <ul style="list-style-type: none"> <li>Final Holistic Form from OhioES. Document the date and time of the Final Conference on your copy of the Final Holistic Form and retain for your records.</li> <li>An ink-signed printed copy of the second cycle observation to fulfill the final evaluation requirements of Ohio law. Document the date and time of the Final</li> </ul> </li> </ul>	Participate in a Final Conference with evaluator and receive a copy of the Final Holistic Form from OhioES, an ink-signed printed copy of the second cycle observation, and a recommendation regarding contract renewal.



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Dates	Evaluators	Administrators
May 2 – 9 (continued)	Conference on your copy of the ink-signed observation and retain for your records. <ul style="list-style-type: none"><li>○ A recommendation regarding contract renewal, using the district-provided form.</li></ul>	
May 24		Deadline to submit Evaluation Appeal Form (see <a href="#">/LEAD website</a> )

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