



## 2018-19 Teacher, Counselor, & LSP Evaluation Process

### *Roles/Responsibilities and Deadlines*

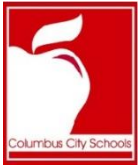
Dates	Evaluators	Classroom Teachers	Counselors & LSPs
August 20 – September 7	Log in to <i>ILEAD</i> and verify rosters.	<ul style="list-style-type: none"> <li>• Log in to <i>ILEAD</i> and verify location and evaluation cycle.</li> <li>• Submit Self-Assessments in <i>ILEAD</i>.</li> </ul>	<ul style="list-style-type: none"> <li>• Log in to <i>ILEAD</i> and verify location and evaluation cycle.</li> <li>• Submit Self-Assessments in <i>ILEAD</i>.</li> </ul>
August 20 – September 28	<ul style="list-style-type: none"> <li>• Conduct and submit Growth Plan Conferences (for <i>all</i> Teachers, Counselors, &amp; LSPs).</li> <li>• Submit <i>collaborative</i> Professional Growth Plans (educators with Skilled, Developing, or no overall rating in prior year).</li> <li>• Submit Improvement Plans (educators with Ineffective overall rating in prior year).</li> </ul> <p><i>(Reminder: Teachers on an Accomplished cycle will need to submit a Self-Directed Professional Growth Plan).</i></p>	Those with a final summative rating of “Accomplished” in previous year submit a Self-Directed Professional Growth Plan.	Those with a final summative rating of “Accomplished” in previous year submit a Self-Directed Professional Growth Plan.
August 23 – September 28		Create and submit <b>two</b> Student Learning Objectives (SLOs) in <i>ILEAD</i> SLO Portal for review/approval by Assessment Leaders. <i>(Recommended end date for SLO “Interval of Instruction” is March 18-22.)</i>	
November 2	<b>Principals &amp; Assistant Principals:</b> 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.	Deadline to submit retirement notification to Human Resources to be exempted from Evaluation Process.



## 2018-19 Teacher, Counselor, & LSP Evaluation Process

### *Roles/Responsibilities and Deadlines*

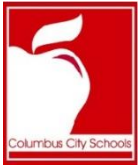
Dates	Evaluators	Classroom Teachers	Counselors & LSPs
August 23 – January 15	<ul style="list-style-type: none"> <li>• After Professional Growth &amp; Improvement Plans are submitted, conduct first semester Conferences, Walkthroughs, &amp; Observations for all Full Cycle Evaluations.</li> <li>• Complete Conference &amp; Observation for Teachers, Counselors, &amp; LSPs on Skilled and Accomplished Evaluation Cycles.</li> </ul> <p><b><i>(Documentation must be submitted in ILEAD prior to next interaction and within seven school days of occurrence.)</i></b></p>		
October 1 – November 30		Revise and resubmit SLOs for final approval (as needed). SLOs not submitted/resubmitted to Assessment Leaders will be locked and marked as not approved at 5:00 p.m.	
December 20		<b>Assessment Leaders Only:</b> Deadline for final approval of SLOs. SLO Portal will be closed at 5:00 p.m.	
January 17 – March 29	<ul style="list-style-type: none"> <li>• Conduct second semester Conferences, Walkthroughs, and Observations for all Full Cycle Evaluations.</li> <li>• Complete Conference and Observation for Teachers, Counselors, &amp; LSPs on Skilled and Accomplished Evaluation Cycles (if not completed in first semester).</li> </ul> <p><b><i>(Documentation must be submitted in ILEAD prior to next interaction and within seven school days of occurrence.)</i></b></p>		



## 2018-19 Teacher, Counselor, & LSP Evaluation Process

### *Roles/Responsibilities and Deadlines*

Dates	Evaluators	Classroom Teachers	Counselors & LSPs
<b>March 13, 15, 19, 21</b>	EOY Evaluation Procedures (Times & Location TBD)		
<b>March 18 - 22</b>		Complete all final assessments for SLOs.	<b>Counselors:</b> Complete measures for Metrics of Student Growth Outcomes and discuss with evaluator.
<b>March 29</b>	Deadline for entering Holistic Performance Ratings into <i>ILEAD</i> (Full Cycle Evaluations only). <b><i>(A Holistic Performance Rating may only be assigned if <u>all</u> components of the evaluation cycle were completed.)</i></b> <ul style="list-style-type: none"> <li>• Full Cycle – new rating assigned.</li> <li>• Skilled/Acc. – previous rating carries forward; please mark completion status.</li> <li>• Counselors – indicate Metrics of Student Outcomes rating.</li> </ul>	Deadline for submitting all SLO Scoring Templates with student name, ID and data into <i>ILEAD</i> . <ul style="list-style-type: none"> <li>• If your SLOs were not approved, you will not be able to submit a scoring template.</li> </ul>	
<b>April 4 – 28</b>	Activate <i>eTPES</i> account (check CCS email for activation email sent by <a href="mailto:no-reply@ohiotpes.com">no-reply@ohiotpes.com</a> ).	Activate <i>eTPES</i> account (check CCS email for activation email sent by <a href="mailto:no-reply@ohiotpes.com">no-reply@ohiotpes.com</a> ).	<b>Counselors:</b> Activate <i>eTPES</i> account (check CCS email for activation email sent by <a href="mailto:no-reply@ohiotpes.com">no-reply@ohiotpes.com</a> ).
<b>April 11, 12, 15, 16</b>	<b>(Building Principals Only)</b> <ul style="list-style-type: none"> <li>• Initial Verification (enter PIN) of Student Growth Measures and Final Summative Ratings in <i>eTPES</i>.</li> <li>• Enter Vendor Ratings (if applicable) into <i>eTPES</i>.</li> <li>• Open lab support sessions for <i>eTPES</i> (register in <i>CIMS</i>).</li> </ul>		
<b>April 29 – May 2</b>		Log in to <i>eTPES</i> and acknowledge (enter PIN) Student Growth Measures and Final Summative Rating Forms. If not completed, building principal will override and confirm the Final Ratings.	<b>Counselors:</b> Log in to <i>eTPES</i> and acknowledge (enter PIN) Final Summative Rating Forms. If not completed, building principal will override and confirm the Final Ratings.



## 2018-19 Teacher, Counselor, & LSP Evaluation Process

### *Roles/Responsibilities and Deadlines*

Dates	Evaluators	Classroom Teachers	Counselors & LSPs
<b>May 3 – May 10</b>	<ul style="list-style-type: none"> <li>• Final Verification <i>eTPES</i> to enter PIN and/or print Final Summative Rating Forms (<b>Building Principals Only</b>).</li> <li>• Hold Final Summative Conferences with Classroom Teachers and provide Final Summative Rating Forms from <i>eTPES</i>.</li> <li>• Submit Final Conference Date and Comments on Final Summative Document in <i>ILEAD</i>.</li> <li>• Submit Final Summative Rating Forms in <i>ILEAD</i> for LSPs.</li> <li>• Hold Final Summative Conferences with LSPs and provide Final Summative Rating Forms from <i>ILEAD</i>.</li> </ul>	Hold Final Summative Conference with Evaluator and Receive printout of Final Summative Rating Form from <i>eTPES</i> .	Hold Final Summative Conference with Evaluator and receive printout of Final Summative Rating Form from <i>ILEAD</i> .
<b>May 24</b>		Deadline to submit Evaluation Appeal Form (see <i>ILEAD</i> website).	Deadline to submit Evaluation Appeal Form (see <i>ILEAD</i> website).

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