



# 2023-24 Teacher, School Counselor, & LSP 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	Classroom Teachers, School Counselors & LSPs
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 21 - September 8		Log in to Ohio Evaluation System ( <a href="#">OhioES</a> ) and verify location and evaluation cycle. <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 21 - September 29	Development of <a href="#">Professional Growth Plans</a> /Improvement Plans for <b>all</b> Teachers, School Counselors, and LSPs (based on prior year's rating) <ul style="list-style-type: none"> <li>Self-Directed Professional Growth Plan               <ul style="list-style-type: none"> <li>Accomplished = created <b>by the educator</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 educator 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 educator should confirm the conference information.</li> <li>Professional Growth Plan/Improvement Plan conferences can be combined with pre-conferences/conferences – with separate documents entered in OhioES.</li> </ol>	Participate in the development of <a href="#">Professional Growth Plans</a> /Improvement Plans (based on prior year's rating). <ul style="list-style-type: none"> <li>Self-Directed Professional Growth Plan               <ul style="list-style-type: none"> <li>Accomplished = created <b>by the educator</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></p> <p>Professional Growth Plan (PGP)/Improvement Plan (IP) conferences should have “confirmation” from the educator. When the educator 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 educator should confirm the conference information.</p>



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Dates	Evaluators	Classroom Teachers, School Counselors & LSPs
September 29	After teachers 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 for teachers to submit choices of two <a href="#">High Quality Student Data (HQSD) sources</a> via HQSD identification form in OhioES.
August 21 - 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 for all Full Cycle Evaluations.</li> <li>Complete Conference and Observation for Teachers, School Counselors, and LSPs on Skilled and Accomplished Evaluation Cycles (<b>deferring until 2<sup>nd</sup> semester is not recommended</b>).</li> <li><b>Discuss and document</b> progress, including the Metrics of Student Outcomes for school counselors, on the Professional Growth Plan/Improvement Plan using the conference tab within the PGP/IP in OhioES.</li> </ul> <p><i><b>(Documentation must be submitted in OhioES prior to the next interaction and within seven school days of occurrence.)</b></i></p>	<ul style="list-style-type: none"> <li>Teachers/LSPs will provide evidence of PGP/IP progress during collaborative PGP/IP conferences and confirm the conference in OhioES afterwards.</li> <li>School counselors will share evidence for <b>Metrics of Student Outcomes</b> throughout the school year and during the PGP/IP collaborative conferences and confirm the conference in OhioES afterwards.</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 for all Full Cycle Evaluations.</li> <li>Complete Conference and Observation for Teachers, School Counselors, and LSPs on Skilled and Accomplished Evaluation Cycles (if not completed in first semester).</li> <li><b>Discuss and document</b> progress, including the Metrics of Student Outcomes for school counselors, on the Professional Growth Plan/Improvement Plan using the conference tab within the PGP/IP in OhioES.</li> </ul> <p><i><b>(Documentation must be submitted in OhioES prior to the next interaction and within seven school days of occurrence.)</b></i></p>	<ul style="list-style-type: none"> <li>Teachers/LSPs will provide evidence of PGP progress during collaborative PGP/IP conferences and confirm the conference in OhioES afterwards.</li> <li>School counselors will share evidence for <b>Metrics of Student Outcomes</b> throughout the school year and during the PGP/IP collaborative conferences and confirm the conference in OhioES afterwards.</li> </ul>



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Dates	Evaluators	Classroom Teachers, School Counselors & LSPs
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.)	
March 29 - April 5	<b>SPRING BREAK</b>	
April 19	Deadline for evaluation components to be completed in OhioES for all educators	Throughout the school year, educators 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 for all educators</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 educator has confirmed the PGP/IP conferences. Evaluations with missing components will be marked <b>not complete</b>.</i></b></p> <ul style="list-style-type: none"> <li>• Full Cycle – new rating assigned</li> <li>• Skilled/Accomplished – select a level of professional growth progress; previous rating carries forward and is not changed</li> </ul>	<p>Throughout the school year, educators 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 educator 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>



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Dates	Evaluators	Classroom Teachers, School Counselors & LSPs
May 2 – 9	<ul style="list-style-type: none"><li>Log in to OhioES to obtain Final Holistic Forms for classroom teachers, school counselors and LSPs.</li><li>Hold Final Conferences with classroom teachers, school counselors, and LSPs and provide Final Holistic Forms 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></ul>	Participate in a Final Conference with evaluator and receive a copy of the Final Holistic Form from OhioES.
May 24		Deadline to submit Evaluation Appeal Form (see <a href="#">ILEAD website</a> )

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