



Columbus City Schools

2020-2021 Evaluation Process for Classroom Teachers (OTES)

“Full” Evaluation Cycle

(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.)

Performance

<p>Educator Self-Assessment (Educator Completes by September 11)</p>
<p>Professional Growth/Improvement Plan¹ Conference² (Evaluator and Educator Complete by September 30)</p>
<p>Semester 1 Observation Cycle (Evaluator and Educator Complete by January 15)</p> <p>a) Pre-Observation Conference² b) 1 Observation (at least 30 min) & 1-4 Walkthroughs (10-20 min) c) Post-Observation Conference³</p>
<p>Semester 2 Observation Cycle (Evaluator and Educator Complete by March 26)</p> <p>a) Pre-Observation Conference³ b) 1 Observation (at least 30 min) & 1-4 Walkthroughs (10-20 min) c) Post-Observation Conference d) Holistic Performance Rating (Assigned by Evaluator)</p>
<p>Final Conference⁴ (Evaluator and Educator Complete by May 7)</p>



Rating will be based 100% on Teacher Performance.*



Final Summative Rating

- Accomplished
- Skilled
- Developing
- Ineffective

¹ Educators with a final summative rating of Accomplished annually develop a self-directed Professional Growth Plan by September 30. Educators with a final summative rating of Skilled annually develop a Professional Growth Plan collaboratively with the evaluator. Educators with a final summative rating of Developing annually develop a Professional Growth Plan with their evaluator who will grant final approval of the plan. Educators with a final summative rating of Ineffective will develop an improvement plan with their evaluator who will grant final approval of the plan.

² The Professional Growth Plan Conference may be combined with the Semester 1 Pre-Observation Conference during the same meeting, but all appropriate documentation must be completed for each separately.

³ The Semester 1 Post-Observation Conference may be combined with the Semester 2 Pre-Observation Conference during the same meeting, but all appropriate documentation must be completed for each separately.

⁴ Evaluator and Educator discuss rating. Educator receives printout of Final Summative Rating.

***All documentation must be submitted in ILEAD prior to the next interaction and within seven school days of occurrence.**

*House Bill (HB) 164 was passed and signed into effect in June, 2020, with provisions for school districts due to COVID-19. As outlined in HB 164 and with guidance from ODE, Student Growth Measures (value-added data, vendor assessment data, Student Learning Objectives, etc.) will not be utilized for the purpose of evaluations in the 2020-2021 school year. The 2020-2021 OTES evaluation will be based on Performance only.



2020-21 Teacher, 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	Evaluator	Classroom Teachers	Counselors & LSPs
August 24 – January 15	<ul style="list-style-type: none"> • After Professional Growth & Improvement Plans are submitted, conduct first semester Conferences, Walkthroughs, & Observations for all Full Cycle Evaluations. • Complete Conference & Observation for Teachers, Counselors, & LSPs on Skilled and Accomplished Evaluation Cycles (deferring until 2nd semester is not recommended). <p><i>(Documentation must be submitted in ILEAD prior to next interaction and within seven school days of occurrence.)</i></p>		
November 2	<p>Principals & Assistant Principals: Deadline to submit retirement notification to Human Resources to be exempted from Evaluation Process.</p>	<p>Deadline to submit retirement notification to Human Resources to be exempted from Evaluation Process.</p>	<p>Deadline to submit retirement notification to Human Resources to be exempted from Evaluation Process.</p>
January 20 – March 26	<ul style="list-style-type: none"> • Conduct second semester Conferences, Walkthroughs, and Observations for all Full Cycle Evaluations. • Complete Conference and Observation for Teachers, Counselors, & LSPs on Skilled and Accomplished Evaluation Cycles (if not completed in first semester). <p><i>(Documentation must be submitted in ILEAD prior to next interaction and within seven school days of occurrence.)</i></p>		<p>Counselors: Complete measures for Metrics of Student Growth Outcomes and discuss with evaluator.</p>
March 11, 12, 15, 16 (tentative)	<p>End of Year Evaluation Procedures Training (Various times will be offered.)</p>		
March 26	<p>Deadline for entering Holistic Performance Ratings into ILEAD. <i>(A Holistic Performance Rating may only be assigned if <u>all</u> components of the evaluation cycle were completed.)</i></p> <ul style="list-style-type: none"> • Full Cycle – new rating assigned. • Skilled/Acc. – previous rating carries forward; please mark completion status. • Counselors – indicate Metrics of Student Outcomes rating. 		



2020-21 Teacher, Counselor, & LSP Evaluation Process

Roles/Responsibilities and Deadlines

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Dates	Evaluators	Classroom Teachers	Counselors & LSPs
April 12 - 16	Activate <i>eTPES</i> account (check CCS email for activation email sent by no-reply@ohiotpes.com).	Activate <i>eTPES</i> account (check CCS email for activation email sent by no-reply@ohiotpes.com).	Counselors: Activate <i>eTPES</i> account (check CCS email for activation email sent by no-reply@ohiotpes.com).
April 15 - 20	(Building Principals Only) <ul style="list-style-type: none"> Initial Verification (enter PIN) of ratings in <i>eTPES</i>. Open lab support sessions for <i>eTPES</i>. 		
April 22 - 27		Log in to <i>eTPES</i> , view ratings and acknowledge (enter PIN) Final Summative Rating Form. If not acknowledged, building principal will override and confirm the Final Ratings.	Counselors: Log in to <i>eTPES</i> and acknowledge (enter PIN) Final Summative Rating Forms. If not acknowledged, building principal will override and confirm the Final Ratings.
April 28 – May 7	<ul style="list-style-type: none"> Log in to <i>eTPES</i> to enter PIN and/or print Final Summative Rating Forms for classroom teachers and counselors (Building Principals Only). Hold Final Summative Conferences with Classroom Teachers and provide Final Summative Rating Forms from <i>eTPES</i>. Print Final Summative Rating Forms from <i>ILEAD</i> for LSPs. Hold Final Summative Conferences with LSPs and provide Final Summative Rating Forms from <i>ILEAD</i>. Submit Final Conference Date and Comments on Final Conference Document in <i>ILEAD</i> for teachers, counselors, and LSPs. 	Hold Final Summative Conference with Evaluator and receive printout of Final Summative Rating Form from <i>eTPES</i> .	LSPs: Hold Final Summative Conference with Evaluator and receive printout of Final Summative Rating Form from <i>ILEAD</i> . Counselors: Hold Final Summative Conference with Evaluator and receive printout of Final Summative Rating Form from <i>eTPES</i> .
May 21		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.



COLUMBUS CITY SCHOOLS

Columbus City Schools 2020-2021 Evaluation Process for Classroom Teachers (OTES)

"Skilled" Evaluation Cycle

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Performance¹



Final Summative Rating



¹ An educator moving from an LSP position to a Classroom Teacher position or making a significant switch in LSP job responsibilities is required to go through the *Full Evaluation Cycle*. An educator moving from a Classroom position to an LSP position is required to go through the *Full Evaluation Cycle*.

² Educators with a final summative rating of Skilled annually develop a Professional Growth Plan collaboratively with the evaluator.

³ The Professional Growth Plan Conference may be combined with the Observation Cycle Conference during the same meeting, but all appropriate documentation must be completed for each separately.

⁴ Evaluator and Educator discuss rating. Educator receives printout of Final Summative Rating.

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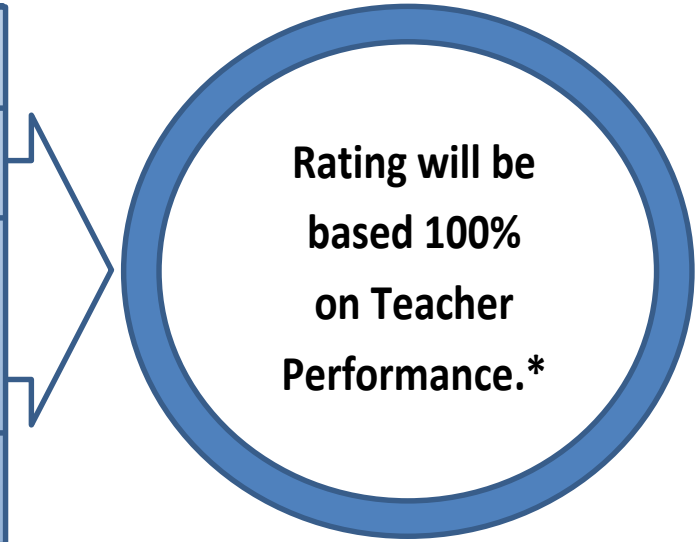
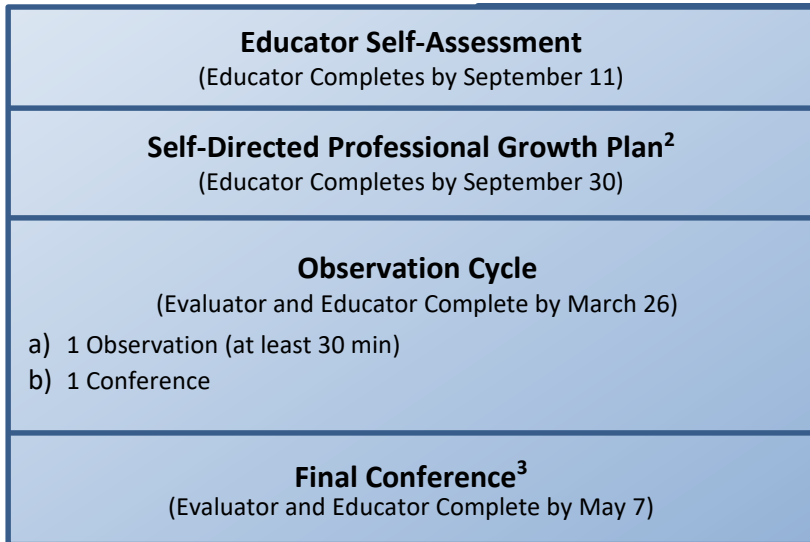
Columbus City Schools

2020-2021 Evaluation Process for Classroom Teachers (OTES)

“Accomplished” Evaluation Cycle

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Performance¹



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² Educators with a final summative rating of Accomplished annually develop a self-directed Professional Growth Plan.

³ Evaluator and Educator discuss rating. Educator receives printout of Final Summative Rating.

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