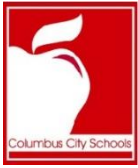




2017-18 Teacher, Counselor, & LSP Evaluation Process

Roles/Responsibilities and Deadlines

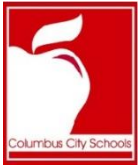
Dates	Evaluators	Classroom Teachers	Counselors & LSPs
August 21 – September 8	Log in to <i>ILEAD</i> and verify rosters.	<ul style="list-style-type: none"> • Log in to <i>ILEAD</i> and verify location and evaluation cycle. • Submit Self-Assessments in <i>ILEAD</i>. • Those with a final summative rating of “Accomplished” in previous year submit an independent Professional Growth Plan. 	<ul style="list-style-type: none"> • Log in to <i>ILEAD</i> and verify location and evaluation cycle. • Submit Self-Assessments in <i>ILEAD</i>. • Those with a final summative rating of “Accomplished” in previous year submit an independent Professional Growth Plan.
August 23 – September 29	Conduct Goal-Setting Conferences (for all Teachers, Counselors, & LSPs) and submit <i>collaborative</i> Professional Growth Plans (educators with Skilled, Developing, or no overall rating in prior year) and Improvement Plans (educators with Ineffective overall rating in prior year).		
August 23 – September 29		Create and submit two Student Learning Objectives (SLOs) in <i>ILEAD</i> SLO Portal for approval by Assessment Leaders. <i>(Recommended end date for SLO “Interval of Instruction” is between March 23-29.)</i>	
November 3	Principals & Assistant Principals: 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.



2017-18 Teacher, Counselor, & LSP Evaluation Process

Roles/Responsibilities and Deadlines

Dates	Evaluators	Classroom Teachers	Counselors & LSPs
August 24 – January 19	<ul style="list-style-type: none"> • After 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. <p><i>(Documentation must be submitted in ILEAD prior to next interaction and within seven school days of occurrence.)</i></p>		
October 2 – November 10		Revise and resubmit SLOs for final approval (as needed).	
December 1		Deadline for final approval of SLOs by Assessment Leaders.	
January 22 – April 11	<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>		
March 23 - 29		Complete all final assessments for SLOs.	Counselors: Complete measures for “Metrics of Student Growth”.
April 11	Deadline for entering Holistic Performance Ratings into ILEAD (for Full Cycle Evaluations only; Teachers, Counselors, & LSPs on Skilled and Accomplished Cycle carry forward their ratings). <i>(A Holistic Performance Rating may only be assigned if <u>all</u> components of the evaluation cycle were completed.)</i>	Deadline for entering all SLO Scoring Templates with student rosters and data into ILEAD.	



2017-18 Teacher, Counselor, & LSP Evaluation Process

Roles/Responsibilities and Deadlines

Dates	Evaluators	Classroom Teachers	Counselors & LSPs
April 16 – 27	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 23 – 26	(Building Principals Only) <ul style="list-style-type: none"> • Initial Verification (enter PIN) of Student Growth Measures and Final Summative Ratings in <i>eTPES</i>. • Enter Vendor Ratings (if applicable) into <i>eTPES</i>. • Open lab support sessions for <i>eTPES</i> (register in <i>CIMS</i>). 		
April 28 – May 2		Log in to <i>eTPES</i> and acknowledge (enter PIN) Student Growth Measures and Final Summative Rating Forms. If not completed by May 2, 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 completed by May 2, building principal will override and confirm the Final Ratings.
May 3 – May 10	<ul style="list-style-type: none"> • Log in to <i>eTPES</i> to enter PIN and/or print Final Summative Rating Forms (Building Principals Only; May 3-4). • Hold Final Summative Conferences with Classroom Teachers and provide Final Summative Rating Forms from <i>eTPES</i>. • Submit Final Conference Date and Comments on Final Summative Document in <i>ILEAD</i>. • Submit Final Summative Rating Forms in <i>ILEAD</i> for LSPs. • Hold Final Summative Conferences with LSPs and provide Final Summative Rating Forms from <i>ILEAD</i>. 	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> .
May 25		Deadline to submit Evaluation Appeal Form (see <i>ILEAD</i> website).	Deadline to submit Evaluation Appeal Form (see <i>ILEAD</i> website).

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

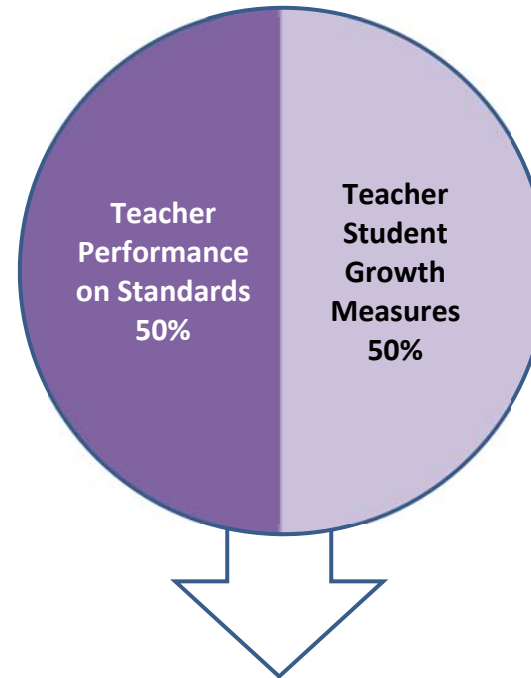
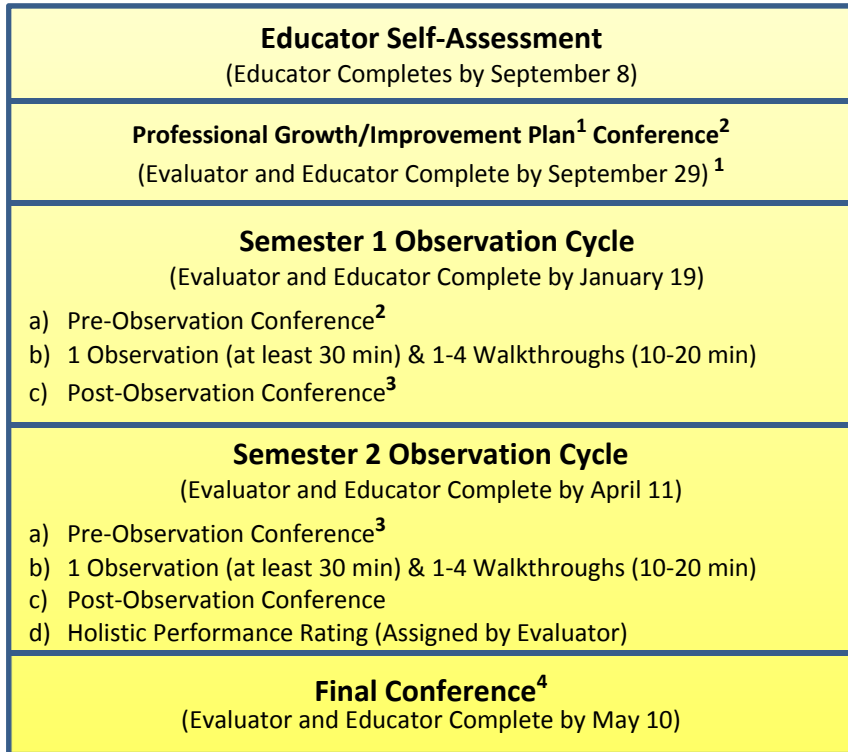


Columbus City Schools

2017-2018 Evaluation Process For Classroom Teachers (OTES)

“Full” Evaluation Cycle

Performance on Standards

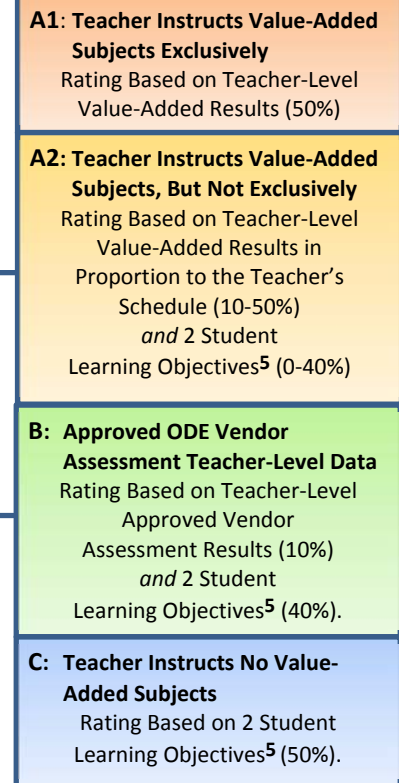


Final Summative Rating



Student Growth

Classroom Teachers Are In One Of Four Categories:



⁵ Student Learning Objectives are due September 29. Student Learning Objective scores must be submitted by April 11.

¹ Educators with a final summative rating of **Accomplished** annually develop a self-directed **Professional Growth Plan by September 29**. Educators with a final summative rating of **Skilled** also annually develop a Professional Growth Plan initiated by the educator and completed 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.

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.

⁴ Evaluator and Educator discuss Holistic Performance Rating, Student Growth Measure Rating, and Final Summative Rating. Educator receives printout of Final Summative Rating.



Columbus City Schools

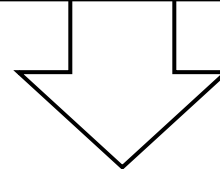
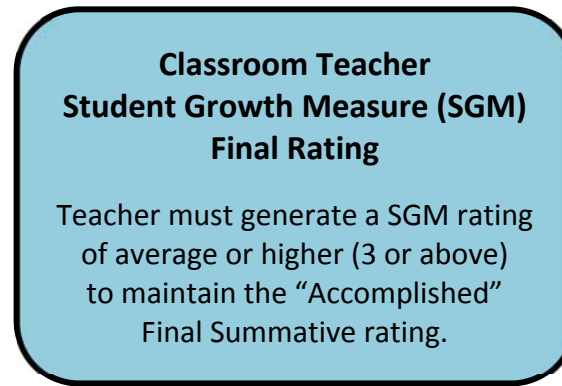
2017-2018 Evaluation Process For Classroom Teachers (OTES)

“Accomplished” Evaluation Cycle

Performance

Educator Self-Assessment (Educator Completes by September 8)
Self-Directed Professional Growth Plan² (Educator Completes by September 29)
Observation Cycle (Evaluator and Educator Complete by April 11) a) 1 Observation (at least 30 min) b) 1 Conference
Final Conference³ (Evaluator and Educator Complete by May 10)

- 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 Accomplished annually develop a self-directed Professional Growth Plan.
- ³ Evaluator and Educator discuss Final Summative Rating. Educator receives printout of Final Summative Rating.



Final Summative Rating

Accomplished

SGM Final Rating Reported to Ohio Department of Education

Student Growth

Classroom Teachers Are In One Of Four Categories:

A1: Teacher Instructs Value-Added Subjects Exclusively Rating Based on Teacher-Level Value-Added Results (50%)
A2: Teacher Instructs Value-Added Subjects, But Not Exclusively Rating Based on Teacher-Level Value-Added Results in Proportion to the Teacher’s Schedule (10-50%) <i>and</i> 2 Student Learning Objectives ⁵ (0-40%)
B: Approved ODE Vendor Assessment Teacher-Level Data Rating Based on Teacher-Level Approved Vendor Assessment Results (10%) <i>and</i> 2 Student Learning Objectives ⁵ (40%).
C: Teacher Instructs No Value-Added Subjects Rating Based on 2 Student Learning Objectives ⁵ (50%).

⁵ Student Learning Objectives are due September 29. Student Learning Objective scores must be submitted by April 11.

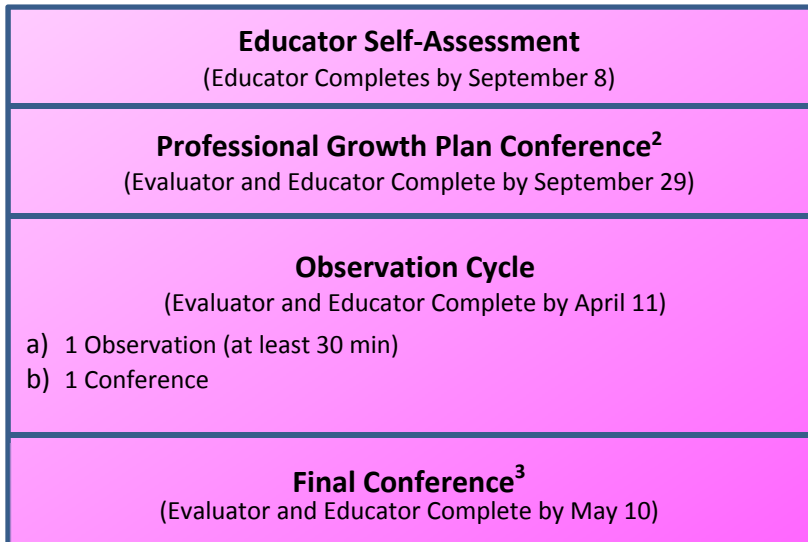


Columbus City Schools

2017-2018 Evaluation Process For Classroom Teachers (OTES)

“Skilled” Evaluation Cycle

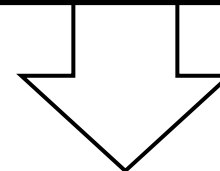
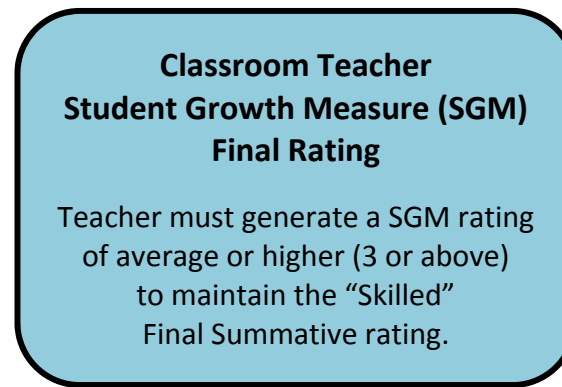
Performance



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 initiated by the educator and completed collaboratively with the evaluator.

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



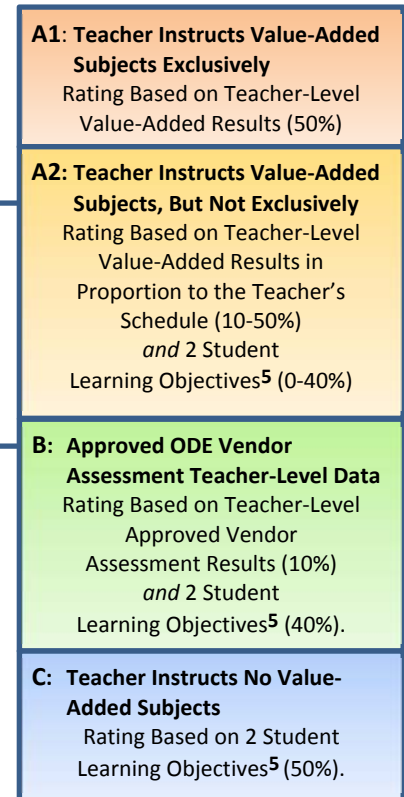
Final Summative Rating

Skilled



Student Growth

Classroom Teachers Are In One Of Four Categories:



⁵ Student Learning Objectives are due September 29. Student Learning Objective scores must be submitted by April 11.

ILEAD SELECTION OF EVALUATOR 2017-18 SCHOOL YEAR

Submit completed form to Building Principal no later than September 1, 2017.

Per the Ohio Teacher Evaluation System Framework, the CEA Master Agreement, and as adopted by the Columbus City Schools Joint Evaluation Panel, *Classroom Teachers* who received a Student Growth Measure Rating of *Most Effective* in the prior school year have the option to select their evaluator from among the credentialed administrators at their assigned school building for evaluation purposes.

Teacher Name: _____	CCS ID#: _____
School: _____	
Building Principal: _____	
Please complete the following fields (select one option):	
<input type="checkbox"/> I choose to remain with my current evaluator.	Evaluator Name: _____
<input type="checkbox"/> I choose to select a different evaluator in my building.	Evaluator Name: _____
Teacher Signature: _____	Date: _____
ACKNOWLEDGEMENT OF RECEIPT OF REQUEST	
Building Principal Signature: _____	Date: _____
<i>PRINCIPALS: Retain copies for your records and submit completed forms to Professional Learning & Licensure, 6th St. Annex, Route 1, <u>by September 8.</u></i>	
<i>For Office Use Only:</i>	
Changed in ILEAD system by: _____	Date: _____