Educator Evaluation Timeline

	Ohio Educator Evaluation System (OTES, OPES, OSCES)		
Timeline	**Superintendent/Designee**	**Principal**	**Teacher/School Counselor**

August/September	*eTPES* – Superintendent User Guide
	
	1. Complete LEA set-up:
	• User Guide, pp. 21-31
	• Select OTES, OPES, OSCES rubric alignment (Complete Alignment Tool if applicable)
	• Select Pilot or Implementation for OSCES
	• Make workflow selection (Options 1, 2 or 3)
	• Select Teacher and School Counselor Evaluation Interval for Accomplished and Skilled
	• Select Teacher Framework (Original or Alternative)
	• Review selections with all evaluators
	
	2. Verify principal roster:
	• Verify correct email addresses of principals per district assignment
	• Send activation email to principals who have not used eTPES (User Guide, pp. 32-39)
	• Review/approve evaluators and building assignments (User Guide, pp. 47-54)
	
	Begin principal evaluation process -
	• Review contract status of principals[1]
	• Growth Plan or Improvement Plan for all principals
	• Determine appropriate growth measures for all principals (Student Growth Measures for Principals)
	• Observation Cycle 1 begins
		eTPES – Principal User Guide
		
		• Verify teacher and school counselor rosters
		• Verify correct email addresses of teachers/school counselors per district assignment
		• Send activation email to teachers/school counselors who have not used eTPES (User Guide, pp. 22-28)
		• Communicate and assist teachers/school counselors with login issues as needed
		  • User names listed in profiles (User Guide- p. 23), firstname.lastname; may also contain numbers for duplicates
		  • Principal Instructions for Teacher eTPES Login Help
		
		Begin teacher/school counselor evaluation process -
		• Review Interval of Evaluation for accomplished and skilled teachers and school counselors (User Guide, pp. 68-70)
		• Review contract status of teachers[2]; change evaluation interval to full as appropriate (User Guide, p. 70)
		• Growth Plan or Improvement Plan for all educators
		• Determine appropriate growth measures for teachers (Business Rules for Student Growth Measures)
		• Determine appropriate metric of student outcomes for school counselors (School Counselor Evaluation Model, p. 9)
		• Observation Cycle 1 begins
		
		Begin principal's own evaluation process –
		• Optional and private - complete Self-Assessment
		• Growth Plan or Improvement Plan
		• Confirm applicable growth measures with evaluator
		• Observation Cycle 1 begins
			eTPES – Teacher User Guide/School Counselor User Guide
			
			• Log into account
			  • Principal can find user names listed in profiles, firstname.lastname; may also contain numbers for duplicates
			  • eTPES Login Help for Teachers
			  • Teacher User Guide- pp. 6-11
			  • School Counselor User Guide- pp. 4-10
			
			Begin teacher/school counselor evaluation process -
			• Optional and private - complete Self- Assessment
			• Teacher may select evaluator if final summative rating was accomplished
			• Growth Plan or Improvement Plan
			• Confirm applicable growth measures (teachers) or metric of student outcomes (school counselors) with evaluator
			• Observation Cycle 1 begins

October	• Observation/Walkthroughs Cycle 1 • Approve principal SLOs if applicable	• Observation/Walkthroughs Cycle 1 • Approve SLOs or Committee Approval of SLOs	• Observation/Walkthroughs Cycle 1 • Submit teacher SLOs for approval if applicable
December	*SGM –* • Enter district default percentages for SGM (User Guide, pp. 62-65) • Review and edit individual principal categories (A, B, C) (User Guide, pp.69-71) • Verify principal value-added if applicable (Student Growth Measures for Principals)	*SGM –* • Review and edit individual teacher categories (A1, A2, B, C) (Business Rules for Student Growth Measures, p. 11) (User Guide, pp. 140-143) • Check EVAAS website for teacher value-added reports if applicable	*Teacher SGM –* • Check EVAAS website for teacher value-added reports if applicable
November - April	• Observation/Walkthroughs of principals Cycle 1 • Completion of Performance Rubric for Cycle 1[1]	• Observation/Walkthroughs Cycle 1 • Completion of Performance Rubric for Cycle 1 • Upload principal artifacts as applicable	• Observation/Walkthroughs Cycle 1 • Upload teacher (User Guide- p. 25)/school counselor (User Guide- p. 24) artifacts as applicable
	• Observation/Walkthroughs of principals Cycle 2 • Completion of Performance Rubric for Cycle 2[1]	• Observation/Walkthroughs Cycle 2 • Completion of Performance Rubric for Cycle 2 • Upload principal artifacts as applicable	• Observation/Walkthroughs Cycle 2 • Upload teacher (User Guide- p. 25)/school counselor (User Guide- p. 24) artifacts as applicable

April	*eTPES –* • Make any modifications to principal SGM categories if applicable ([User Guide, pp.69-71](#))	*eTPES –* • Make any modifications to teacher SGM categories if applicable ([User Guide, pp. 140-143](#)) • Enter and verify each teacher's SGM (verification needed so averages will be available to superintendent) ([User Guide, pp. 144-153](#))	• Complete local teacher [SGM scoring](#) and report to committee/principal for verification
May	• Complete principal Observation Rubrics *eTPES-* • Determine holistic rating for each principal's performance and enter ([Principal Evaluation Model, p. 17](#)) • Enter and verify each principal's SGM (if using average of teacher ratings, all must be verified to determine average) ([User Guide, pp. 72-80](#)) • Complete/document Final Summative Rating for each principal • Make copies as needed	• Complete teacher Observation Rubrics by May 1 • Complete school counselor Observation Rubrics according to local timeline[3] ([User Guide, pp. 127-131](#)) Optional Alternative Component (if chosen) • Reviewer submits rating to principal *eTPES-* • Determine holistic performance rating for each teacher ([Teacher Evaluation Model, p. 24](#)) and school counselor[3] ([School Counselor Evaluation Model, pp. 18-20](#)) and enter • Enter alternative component rating (if chosen) ([User Guide, p. 106](#)) • Complete/document Final Summative Rating for each teacher ([User Guide, pp. 104-107](#)) and school counselor[3] • Check for completion of all evaluations for building(s) ([User Guide, pp. 64-65](#)) • Written report to teacher by May 10 • Make copies as needed	• School counselors must complete metric of student outcomes according to local timeline[3] Optional Alternative Component (if chosen) • Completed by teacher and reviewer *eTPES –* • Complete the evaluation process by entering PIN
June	• Contract Renewal of principals by June 1 *eTPES –* • Closes mid-June, check for completion of all evaluations ([User Guide, p. 92](#)) • Make copies as needed • ODE will receive reports from eTPES	• Complete local SLO scoring and submit to superintendent if applicable *eTPES –* • Complete the principal evaluation process by entering PIN	

---

[1] Annual evaluation of principals [[ORC 3319.02](#)(D)(2)(c)(i)] – One evaluation annually if contract is not due to expire. In a year an employee's contract is due to expire, at least a preliminary evaluation and a final evaluation shall be completed. (Optional preliminary evaluation forms are available in eTPES.)

[2] The board must require at least three formal observations of each teacher who is under consideration for non-renewal and with whom the board has entered into a limited contract or an extended limited contract [[ORC 3319.111](#)(E)(1)]

[3] School counselor contract length may vary from district to district.