2019-20 Teacher, Counselor, & LSP Evaluation Process
Roles/Responsibilities and Deadlines

COLUMBUS CITY SCHOOLS

Dates	Evaluators	Classroom Teachers	Counselors & LSPs
August 19 – September 6	Log in to *ILEAD* and verify rosters.	• Log in to *ILEAD* and verify location and evaluation cycle. • Submit Self-Assessments in *ILEAD*.	• Log in to *ILEAD* and verify location and evaluation cycle. • Submit Self-Assessments in *ILEAD*.
August 19 – September 27	• Conduct Goal-Setting Conferences (for **all** Teachers, Counselors, & LSPs). • Submit *collaborative* Professional Growth Plans (educators with Skilled, Developing, or no overall rating in prior year). • Submit Improvement Plans (educators with Ineffective overall rating in prior year). *REMINDER: 1. Goal-Setting conferences can be combined with pre-conferences/conferences – with separate submissions in ILEAD.* • *A goal setting conference = conversation around professional goals and submission of the* Professional Growth Plans *by the evaluator or submission of the Self-Directed Professional Growth Plan by the educator.* • *A pre-conference/conference = submission of a performance document marked as "pre-conference" or "conference" which includes evidence and ratings.* *2. Teachers on an Accomplished cycle need to submit a Self-Directed Professional Growth Plan.*	Those with a final summative rating of "Accomplished" in previous year must submit a Self-Directed Professional Growth Plan. Create and submit **two** Student Learning Objectives (SLOs) in *ILEAD* SLO Portal for review/approval by Assessment Leaders. *(Recommended end date for SLO "Interval of Instruction" is March 18-24)*	Those with a final summative rating of "Accomplished" in previous year must submit a Self-Directed Professional Growth Plan.
November 1	**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.**

Updated 5/28/2019

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August 22 – January 14	• 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. ***(Documentation must be submitted in ILEAD prior to next interaction and within seven school days of occurrence.)***		
September 30 – December 6		Complete the revision process for SLOs for final approval (as needed). • Any SLO not previously submitted will be marked "not submitted" and locked at 5:00 p.m. on December 6th.	
December 19		**Assessment Leaders Only**: Deadline for final approval of SLOs. SLO Portal will be closed at 5:00 p.m.	
January 16 – March 31	• 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). ***(Documentation must be submitted in ILEAD prior to next interaction and within seven school days of occurrence.)***		

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March 17, 18, 20 & 23	EOY Evaluation Procedures Training (various times will be offered)		
March 18 – 24		Complete all instruction and post-assessments for SLOs. (MAP is open during this window, please do not request an extension).	**Counselors:** Complete measures for Metrics of Student Growth Outcomes and discuss with evaluator.
March 31	Deadline for entering Holistic Performance Ratings into *ILEAD* (Full Cycle Evaluations only). **(A Holistic Performance Rating may only be assigned if _all_ components of the evaluation cycle were completed.)** • Full Cycle – new rating assigned. • Skilled/Acc. – previous rating carries forward; please mark completion status (new form) • Counselors – indicate Metrics of Student Outcomes rating.	Deadline for submitting all SLO Scoring Templates with student name, ID and data into *ILEAD*. • If your SLOs were not approved, you will not be able to submit scoring templates.	
April 6 – 9	Activate *eTPES* account (check CCS email for activation email sent by no-reply@ohiotpes.com).	Activate *eTPES* account (check CCS email for activation email sent by no-reply@ohiotpes.com).	**Counselors:** Activate *eTPES* account (check CCS email for activation email sent by no-reply@ohiotpes.com).
April 21 – 24	**(Building Principals Only)** • Initial Verification (enter PIN) of Student Growth Measures and Final Summative Ratings in *eTPES*. • Enter Vendor Ratings (if applicable) into *eTPES*. • Open lab support sessions for *eTPES*		

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April 27 – 30		Log in to *eTPES* and acknowledge (enter PIN) Student Growth Measures and Final Summative Rating Forms. If not completed, building principal will override and confirm the Final Ratings.	**Counselors:** Log in to *eTPES* and acknowledge (enter PIN) Final Summative Rating Forms. If not completed, building principal will override and confirm the Final Ratings.
May 1 – 8	• Log in to *eTPES* 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 *eTPES*. • Submit Final Conference Date and Comments on Final Summative Document in *ILEAD*. • Print Final Summative Rating Forms from *ILEAD* for LSPs. • Hold Final Summative Conferences with LSPs and provide Final Summative Rating Forms from *ILEAD*.	Hold Final Summative Conference with Evaluator and receive printout of Final Summative Rating Form from *eTPES*.	**LSPs:** Hold Final Summative Conference with Evaluator and receive printout of Final Summative Rating Form from *ILEAD*. **Counselors:** Hold Final Summative Conference with Evaluator and receive printout of Final Summative Rating Form from *eTPES*.
May 22		Deadline to submit Evaluation Appeal Form (see *ILEAD* website).	Deadline to submit Evaluation Appeal Form (see *ILEAD* website).

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