



2015-16 Teacher/LSP Evaluation Process

Roles/Responsibilities and Deadlines

Dates	Evaluators	Classroom Teachers	LSPs
August 24 – September 11	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>. 	<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>.
August 24 – September 30	Conduct Goal-Setting Conferences and submit Professional Growth Plans and Improvement Plans for <i>all</i> Teachers/LSPs. <i>(Even in cases where Teacher has above expected growth and is creating growth plan independently, evaluator must submit the plan in ILEAD.)</i>		
August 24 – October 16		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 March 24.)</i>	
October 30		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.
August 24 – January 15	<ul style="list-style-type: none"> After Growth Plans and Improvement Plans are submitted, conduct first semester Conferences, Walkthroughs, and Observations for all Full Cycle Evaluations. Complete Conference and Observation for Teachers & LSPs on Skilled and Accomplished Evaluation Cycles. <i>(Documentation must be submitted in ILEAD prior to next interaction and within seven days of occurrence.)</i>		



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October 19 – December 4		Revise and resubmit SLOs for final approval (as needed).	
December 18		Deadline for final approval of SLOs by Assessment Leaders.	
January 20 – April 15	<ul style="list-style-type: none"> • Conduct second semester Conferences, Walkthroughs, and Observations for all Full Cycle Evaluations. • Complete Conference and Observation for Teachers & 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 days of occurrence.)</i></p>		
April 15	Deadline for entering Holistic Performance Ratings into <i>ILEAD</i> (for Full Cycle Evaluations only; Teachers & 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 <i>ILEAD</i> .	
April 15 – 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).	
April 21 – 27	<i>(Building Principals Only)</i> <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>). 		



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April 28 – May 3		Log in to <i>eTPES</i> and acknowledge (enter PIN) for Student Growth Measures and Final Summative Rating Forms. If not completed by May 3, building principal will override and confirm the Final Ratings.	
May 4 – May 10	<ul style="list-style-type: none"> • Log in to <i>eTPES</i> to enter PIN and print Final Summative Rating Forms (Building Principals Only). • 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 16 – 20		Review Final Summative Evaluation Form in <i>ILEAD</i> .	Review Final Summative Evaluation Form in <i>ILEAD</i> .
May 27		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.