



2021-22 Teacher, School 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	Evaluators	Classroom Teachers, School Counselors & LSPs
By September 3	Log in to Ohio Evaluation System (OhioES) and verify staff roster. <ul style="list-style-type: none"> Please send any corrections to ileadadmin@columbus.k12.oh.us. 	
Aug. 23 - Sept. 10		Log in to Ohio Evaluation System (OhioES) and verify location and evaluation cycle. <ul style="list-style-type: none"> Please send any corrections to ileadadmin@columbus.k12.oh.us. Submit Self-Assessments.
Aug. 23 - Sept. 30	Development of Professional Growth Plans/Improvement Plans for all Teachers, School Counselors, and LSPs (based on prior year's rating) <ul style="list-style-type: none"> Self-Directed Professional Growth Plan <ul style="list-style-type: none"> Accomplished = created by the educator Collaborative Professional Growth Plans <ul style="list-style-type: none"> Skilled = jointly created with the evaluator Developing = guided by the evaluator New/no previous rating = jointly created with the evaluator Improvement Plan <ul style="list-style-type: none"> Ineffective = created by the evaluator <p>REMINDER: Professional Growth Plan/Improvement Plan conferences can be combined with pre-conferences/conferences – with separate documents entered in OhioES.</p>	Participate in the development of Professional Growth Plans/Improvement Plans (based on prior year's rating). <ul style="list-style-type: none"> Self-Directed Professional Growth Plan <ul style="list-style-type: none"> Accomplished = created by the educator Collaborative Professional Growth Plans <ul style="list-style-type: none"> Skilled = jointly created with the evaluator Developing = guided by the evaluator New/no previous rating = jointly created with the evaluator Improvement Plan <ul style="list-style-type: none"> Ineffective = created by the evaluator



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Dates	Evaluators	Classroom Teachers, School Counselors & LSPs
August 23 - Jan. 14	<p>After Professional Growth and Improvement Plans are created:</p> <ul style="list-style-type: none"> • Conduct first semester components for all Full Cycle Evaluations. • Complete Conference and Observation for Teachers, School Counselors, and LSPs on Skilled and Accomplished Evaluation Cycles (deferring until 2nd semester is not recommended). • Discuss and document progress on the Professional Growth Plan. <p><i>(Documentation must be submitted in OhioES prior to the next interaction and within seven school days of occurrence.)</i></p>	
November 2		<p>Deadline to submit retirement notification to Human Resources to be exempted from the evaluation process</p>
January 18 - April 14	<ul style="list-style-type: none"> • Conduct second semester components for all Full Cycle Evaluations. • Complete Conference and Observation for Teachers, School Counselors, and LSPs on Skilled and Accomplished Evaluation Cycles (if not completed in first semester). • Discuss and document progress on the Professional Growth Plan. <p><i>(Documentation must be submitted in OhioES prior to the next interaction and within seven school days of occurrence.)</i></p>	
March 31, April 1, 4, 5 (tentative)	<p>End of Year Evaluation Procedures Training (Various times will be offered.)</p>	



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Dates	Evaluators	Classroom Teachers, School Counselors & LSPs
April 14	Deadline for entering Final Holistic Performance Ratings into <i>OhioES</i> (Full Cycle Evaluations only) <i>(A Final Holistic Performance Rating may only be assigned if <u>all</u> components of the evaluation cycle were completed.)</i> <ul style="list-style-type: none"> • Full Cycle – new rating assigned • Skilled/Accomplished – previous rating carries forward 	
April 15-22	SPRING BREAK	
April 25-29		Log in to <i>OhioES</i> , view rating and acknowledge (enter PIN) Final Holistic Rating/Summative Form. Acknowledgement is not required but is highly recommended.
May 2 – May 9	<ul style="list-style-type: none"> • Log in to <i>OhioES</i> to obtain Final Holistic/Summative Rating Forms for Classroom Teachers, School Counselors and LSPs. • Hold Final Summative Conferences with Classroom Teachers, School Counselors, and LSPs and provide Final Holistic/Summative Rating Forms from <i>OhioES</i>. • Submit Final Conferences in <i>OhioES</i>. 	Participate in a Final Summative Conference with Evaluator and receive a copy of the Final Holistic/Summative Rating Form from <i>OhioES</i> .
May 20		Deadline to submit Evaluation Appeal Form (see <i>ILEAD</i> website)

*Temporary changes in House Bill (HB) 164, HB 197 and HB 404 of the 133rd General Assembly impact teacher, principal and school counselor evaluations. As outlined in HB 164 and with guidance from ODE, student growth attributable to educators (value-added data, vendor assessment data, High Quality Student Data, Metric of Student Outcomes, etc.) will not be utilized for the purpose of evaluations in the 2021-2022 school year.

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