Columbus City Schools
2020-2021 Evaluation Process for Classroom Teachers (OTES)

“Full” Evaluation Cycle

(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.)

Performance

Educator Self-Assessment
(Educator Completes by September 11)

Professional Growth/Improvement Plan Conference
(Evaluator and Educator Complete by September 30)

Semester 1 Observation Cycle
(Evaluator and Educator Complete by January 15)
  a) Pre-Observation Conference
  b) 1 Observation (at least 30 min) & 1-4 Walkthroughs (10-20 min)
  c) Post-Observation Conference

Semester 2 Observation Cycle
(Evaluator and Educator Complete by March 26)
  a) Pre-Observation Conference
  b) 1 Observation (at least 30 min) & 1-4 Walkthroughs (10-20 min)
  c) Post-Observation Conference
  d) Holistic Performance Rating (Assigned by Evaluator)

Final Conference
(Evaluator and Educator Complete by May 7)

Final Summative Rating

Accomplished
Skilled
Developing
Ineffective

Rating will be based 100% on Teacher Performance.*

*House Bill (HB) 164 was passed and signed into effect in June, 2020, with provisions for school districts due to COVID-19. As outlined in HB 164 and with guidance from ODE, Student Growth Measures (value-added data, vendor assessment data, Student Learning Objectives, etc.) will not be utilized for the purpose of evaluations in the 2020-2021 school year. The 2020-2021 OTES evaluation will be based on Performance only.

Educators with a final summative rating of Accomplished annually develop a self-directed Professional Growth Plan by September 30. Educators with a final summative rating of Skilled annually develop a Professional Growth Plan 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.

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 separately.

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 separately.

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

*All documentation must be submitted in ILEAD prior to the next interaction and within seven school days of occurrence.

Updated 7/23/2020
## 2020-21 Teacher, 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.)

<table>
<thead>
<tr>
<th>Dates</th>
<th>Evaluators</th>
<th>Classroom Teachers</th>
<th>Counselors &amp; LSPs</th>
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</table>
| August 24 – September 11 | Log in to ILEAD and verify ILEAD roster through:  
- Email from ILEAD roster or  
- ILEAD drop-down list in your portal  
Please send any additions/omissions to ILEADadmin@columbus.k12.oh.us. | 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 24 – September 30 | 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).  

**REMINDER:**

1. Goal-Setting conferences can be combined with pre-conferences/conferences – with separate submissions in ILEAD.
2. 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.
3. A pre-conference/conference = submission of a performance document marked as "pre-conference" or "conference" which includes evidence and ratings.
4. Teachers on an Accomplished cycle need to submit a Self-Directed Professional Growth Plan.

House Bill (HB) 164 was passed and signed into effect in June, 2020, with provisions for school districts due to COVID-19. As outlined in HB 164 and with guidance from ODE, Student Growth Measures (value-added data, vendor assessment data, Student Learning Objectives, etc.) will not be utilized for the purpose of evaluations in the 2020-2021 school year. The 2020-2021 OTES evaluation will be based on Performance only. Therefore, the Student Learning Objectives (SLOs) process will not occur.

*Updated 7/23/2020*
# 2020-21 Teacher, 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.)

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| August 24 – January 15        | **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 (deferring until 2\textsuperscript{nd} semester is not recommended).**  
*(Documentation must be submitted in ILEAD prior to next interaction and within seven school days of occurrence.)* |                                                                                     |                                                                                 |
| November 2                    | 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. |
| January 20 – March 26         | **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.)* |                                                                                     | **Counselors**: Complete measures for Metrics of Student Growth Outcomes and discuss with evaluator. |
| March 11, 12, 15, 16 (tentative) | End of Year Evaluation Procedures Training  
(Various times will be offered.)                                                                                     |                                                                                     |                                                                                 |
| March 26                      | Deadline for entering Holistic Performance Ratings into ILEAD.  
*(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.  
**Counselors** – indicate Metrics of Student Outcomes rating. |                                                                                     |                                                                                 |

*Updated 7/23/2020*
# 2020-21 Teacher, 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.)

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<td>April 12 - 16</td>
<td>Activate eTPES account (check CCS email for activation email sent by <a href="mailto:no-reply@ohiotpes.com">no-reply@ohiotpes.com</a>).</td>
<td>Activate eTPES account (check CCS email for activation email sent by <a href="mailto:no-reply@ohiotpes.com">no-reply@ohiotpes.com</a>).</td>
<td>Counselors: Activate eTPES account (check CCS email for activation email sent by <a href="mailto:no-reply@ohiotpes.com">no-reply@ohiotpes.com</a>).</td>
</tr>
</tbody>
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| April 15 - 20 | (Building Principals Only)  
- Initial Verification (enter PIN) of ratings in eTPES.  
- Open lab support sessions for eTPES. | | Counselors: Log in to eTPES and acknowledge (enter PIN) Final Summative Rating Forms. If not acknowledged, building principal will override and confirm the Final Ratings. |
| April 22 - 27 | | Log in to eTPES, view ratings and acknowledge (enter PIN) Final Summative Rating Form. If not acknowledged, building principal will override and confirm the Final Ratings. | Counselors: Log in to eTPES and acknowledge (enter PIN) Final Summative Rating Forms. If not acknowledged, building principal will override and confirm the Final Ratings. |
| April 28 – May 7 |  
- 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.  
- Print Final Summative Rating Forms from ILEAD for LSPs.  
- Hold Final Summative Conferences with LSPs and provide Final Summative Rating Forms from ILEAD.  
- Submit Final Conference Date and Comments on Final Conference Document in ILEAD for teachers, counselors, and LSPs. | 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 21 | | 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.*
Columbus City Schools
2020-2021 Evaluation Process for Classroom Teachers (OTES)

“Skilled” Evaluation Cycle
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Performance

1. Educator Self-Assessment
   (Educator Completes by September 11)

2. Professional Growth Plan Conference
   (Evaluator and Educator Complete by September 30)

3. Observation Cycle
   (Evaluator and Educator Complete by March 26)
   a) 1 Observation (at least 30 min)
   b) 1 Conference

4. Final Conference
   (Evaluator and Educator Complete by May 7)

Rating will be based 100% on Teacher Performance.*

Final Summative Rating

Skilled

*All documentation must be submitted in ILEAD prior to the next interaction and within seven school days of occurrence.

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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 collaboratively with the evaluator.

3. The Professional Growth Plan Conference may be combined with the Observation Cycle Conference during the same meeting, but all appropriate documentation must be completed for each separately.

Columbus City Schools
2020-2021 Evaluation Process for Classroom Teachers (OTES)

“Accomplished” Evaluation Cycle
(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.)

Performance

Educator Self-Assessment
(Educator Completes by September 11)

Self-Directed Professional Growth Plan
(Educator Completes by September 30)

Observation Cycle
(Evaluator and Educator Complete by March 26)
a) 1 Observation (at least 30 min)
b) 1 Conference

Final Conference
(Evaluator and Educator Complete by May 7)

Rating will be based 100% on Teacher Performance.*

Final Summative Rating

Accomplished

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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 rating. Educator receives printout of Final Summative Rating.

*All documentation must be submitted in ILEAD prior to the next interaction and within seven school days of occurrence.

*House Bill (HB) 164 was passed and signed into effect in June, 2020, with provisions for school districts due to COVID-19. As outlined in HB 164 and with guidance from ODE, Student Growth Measures (value-added data, vendor assessment data, Student Learning Objectives, etc.) will not be utilized for the purpose of evaluations in the 2020-2021 school year. The 2020-2021 OTES evaluation will be based on Performance only.