## 2017-18 Teacher, Counselor, & LSP Evaluation Process
### Roles/Responsibilities and Deadlines

<table>
<thead>
<tr>
<th>Dates</th>
<th>Evaluators</th>
<th>Classroom Teachers</th>
<th>Counselors &amp; LSPs</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 21 – September 8</td>
<td>Log in to ILEAD and verify rosters.</td>
<td>• Log in to ILEAD and verify location and evaluation cycle.</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>• Submit Self-Assessments in ILEAD.</td>
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<tr>
<td></td>
<td></td>
<td>• Those with a final summative rating of “Accomplished” in previous year submit an independent Professional Growth Plan.</td>
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</tr>
<tr>
<td>August 23 – September 29</td>
<td>Conduct Goal-Setting Conferences (for all Teachers, Counselors, &amp; LSPs) and submit collaborative Professional Growth Plans (educators with Skilled, Developing, or no overall rating in prior year) and Improvement Plans (educators with Ineffective overall rating in prior year).</td>
<td>Create and submit two Student Learning Objectives (SLOs) in ILEAD SLO Portal for approval by Assessment Leaders. <em>(Recommended end date for SLO “Interval of Instruction” is between March 23-29.)</em></td>
<td></td>
</tr>
<tr>
<td>August 23 – September 29</td>
<td></td>
<td>Deadline to submit retirement notification to Human Resources to be exempted from Evaluation Process.</td>
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</tr>
<tr>
<td>November 3</td>
<td>Principals &amp; Assistant Principals: Deadline to submit retirement notification to Human Resources to be exempted from Evaluation Process.</td>
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*Updated 8/13/2017*
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</table>
| August 24 – January 19| • After 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.) |                    |                   |
| October 2 – November 10| Revise and resubmit SLOs for final approval (as needed).                                                                                                                                                  |                    |                   |
| December 1             | Deadline for final approval of SLOs by Assessment Leaders.                                                                                                                                                 |                    |                   |
| January 22 – April 11  | • 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.) |                    |                   |
| March 23 - 29          | Complete all final assessments for SLOs.                                                                                                                                                                  |                    | Counselors: Complete measures for “Metrics of Student Growth”. |
| April 11               | Deadline for entering Holistic Performance Ratings into ILEAD (for Full Cycle Evaluations only; Teachers, Counselors, & LSPs on Skilled and Accomplished Cycle carry forward their ratings).  
(A Holistic Performance Rating may only be assigned if all components of the evaluation cycle were completed.) | Deadline for entering all SLO Scoring Templates with student rosters and data into ILEAD. |                   |
# 2017-18 Teacher, Counselor, & LSP Evaluation Process

**Roles/Responsibilities and Deadlines**

<table>
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<tr>
<th>Dates</th>
<th>Evaluator Roles</th>
<th>Classroom Teachers</th>
<th>Counselors &amp; LSPs</th>
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</thead>
<tbody>
<tr>
<td>April 16 – 27</td>
<td><strong>Activate eTPES account</strong>&lt;br&gt;(check CCS email for activation email sent by <a href="mailto:no-reply@ohiotpes.com">no-reply@ohiotpes.com</a>).</td>
<td><strong>Activate eTPES account</strong>&lt;br&gt;(check CCS email for activation email sent by <a href="mailto:no-reply@ohiotpes.com">no-reply@ohiotpes.com</a>).</td>
<td><strong>Counselors: Activate eTPES account</strong>&lt;br&gt;(check CCS email for activation email sent by <a href="mailto:no-reply@ohiotpes.com">no-reply@ohiotpes.com</a>).</td>
</tr>
<tr>
<td>April 23 – 26</td>
<td>(Building Principals Only)&lt;br&gt;• Initial Verification (enter PIN) of Student Growth Measures and Final Summative Ratings in eTPES.&lt;br&gt;• Enter Vendor Ratings (if applicable) into eTPES.&lt;br&gt;• Open lab support sessions for eTPES (register in CIMS).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 28 – May 2</td>
<td>Log in to eTPES and acknowledge (enter PIN) Student Growth Measures and Final Summative Rating Forms. If not completed by May 2, building principal will override and confirm the Final Ratings.</td>
<td><strong>Counselors: Log in to eTPES and acknowledge (enter PIN) Final Summative Rating Forms. If not completed by May 2, building principal will override and confirm the Final Ratings.</strong></td>
<td></td>
</tr>
<tr>
<td>May 3 – May 10</td>
<td>• Log in to eTPES to enter PIN and/or print Final Summative Rating Forms <strong>(Building Principals Only; May 3-4)</strong>.&lt;br&gt;• Hold Final Summative Conferences with Classroom Teachers and provide Final Summative Rating Forms from eTPES.&lt;br&gt;• Submit Final Conference Date and Comments on Final Summative Document in ILEAD.&lt;br&gt;• Submit Final Summative Rating Forms in ILEAD for LSPs.&lt;br&gt;• Hold Final Summative Conferences with LSPs and provide Final Summative Rating Forms from ILEAD.</td>
<td>Hold Final Summative Conference with Evaluator and Receive printout of Final Summative Rating Form from eTPES.</td>
<td>Hold Final Summative Conference with Evaluator and receive printout of Final Summative Rating Form from ILEAD.</td>
</tr>
<tr>
<td>May 25</td>
<td>Deadline to submit Evaluation Appeal Form (see ILEAD website).</td>
<td>Deadline to submit Evaluation Appeal Form (see ILEAD website).</td>
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</tbody>
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*Note: Print copies of evaluations do not need to be sent to Human Resources. ILEAD will be the official record of evaluations.*

*Updated 8/13/2017*
Columbus City Schools
2017-2018 Evaluation Process For Classroom Teachers (OTES)
“Full” Evaluation Cycle

Performance on Standards

<table>
<thead>
<tr>
<th>Educator Self-Assessment</th>
<th>(Evaluator Completes by September 8)</th>
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<table>
<thead>
<tr>
<th>Professional Growth/Improvement Plan¹ Conference²</th>
<th>(Evaluator and Educator Complete by September 29)</th>
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<table>
<thead>
<tr>
<th>Semester 1 Observation Cycle</th>
<th>(Evaluator and Educator Complete by January 19)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Pre-Observation Conference²</td>
<td></td>
</tr>
<tr>
<td>b) 1 Observation (at least 30 min) &amp; 1-4 Walkthroughs (10-20 min)</td>
<td></td>
</tr>
<tr>
<td>c) Post-Observation Conference³</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Semester 2 Observation Cycle</th>
<th>(Evaluator and Educator Complete by April 11)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Pre-Observation Conference³</td>
<td></td>
</tr>
<tr>
<td>b) 1 Observation (at least 30 min) &amp; 1-4 Walkthroughs (10-20 min)</td>
<td></td>
</tr>
<tr>
<td>c) Post-Observation Conference</td>
<td></td>
</tr>
<tr>
<td>d) Holistic Performance Rating (Assigned by Evaluator)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Final Conference⁴</th>
<th>(Evaluator and Educator Complete by May 10)</th>
</tr>
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</table>

¹ Educators with a final summative rating of Accomplished annually develop a self-directed Professional Growth Plan by September 29. Educators with a final summative rating of Skilled also annually develop a Professional Growth Plan initiated by the educator and completed 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.

² 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.

³ 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.

⁴ Evaluator and Educator discuss Holistic Performance Rating, Student Growth Measure Rating, and Final Summative Rating. Educator receives printout of Final Summative Rating.

Student Growth
Classroom Teachers Are In One Of Four Categories:

A1: Teacher Instructs Value-Added Subjects Exclusively
Rating Based on Teacher-Level Value-Added Results (50%)

A2: Teacher Instructs Value-Added Subjects, But Not Exclusively
Rating Based on Teacher-Level Value-Added Results in Proportion to the Teacher’s Schedule (10-50%)
and 2 Student Learning Objectives⁵ (0-40%)

B: Approved ODE Vendor Assessment Teacher-Level Data
Rating Based on Teacher-Level Approved Vendor Assessment Results (10%) and 2 Student Learning Objectives⁵ (40%).

C: Teacher Instructs No Value-Added Subjects
Rating Based on 2 Student Learning Objectives⁵ (50%).

⁵ Student Learning Objectives are due September 29. Student Learning Objective scores must be submitted by April 11.

Revised May 25, 2017
Columbus City Schools
2017-2018 Evaluation Process For Classroom Teachers (OTES)
“Accomplished” Evaluation Cycle

Performance

<table>
<thead>
<tr>
<th>Educator Self-Assessment</th>
<th>(Educator Completes by September 8)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-Directed Professional Growth Plan(^2)</td>
<td>(Educator Completes by September 29)</td>
</tr>
<tr>
<td>Observation Cycle</td>
<td>(Evaluator and Educator Complete by April 11)</td>
</tr>
<tr>
<td>a) 1 Observation (at least 30 min)</td>
<td></td>
</tr>
<tr>
<td>b) 1 Conference</td>
<td></td>
</tr>
<tr>
<td>Final Conference(^3)</td>
<td>(Evaluator and Educator Complete by May 10)</td>
</tr>
</tbody>
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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 Final Summative Rating. Educator receives printout of Final Summative Rating.

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Classroom Teacher
Student Growth Measure (SGM) Final Rating
Teacher must generate a SGM rating of average or higher (3 or above) to maintain the “Accomplished” Final Summative rating.

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Final Summative Rating
Accomplished

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SGM Final Rating Reported to Ohio Department of Education

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Student Growth
Classroom Teachers Are In One Of Four Categories:

A1: Teacher Instructs Value-Added Subjects Exclusively
Rating Based on Teacher-Level Value-Added Results (50%)

A2: Teacher Instructs Value-Added Subjects, But Not Exclusively
Rating Based on Teacher-Level Value-Added Results in Proportion to the Teacher’s Schedule (10-50%) and 2 Student Learning Objectives\(^5\) (0-40%)

B: Approved ODE Vendor Assessment Teacher-Level Data
Rating Based on Teacher-Level Approved Vendor Assessment Results (10%) and 2 Student Learning Objectives\(^5\) (40%).

C: Teacher Instructs No Value-Added Subjects
Rating Based on 2 Student Learning Objectives\(^5\) (50%).

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\(^5\) Student Learning Objectives are due September 29. Student Learning Objective scores must be submitted by April 11.
Performance

Educator Self-Assessment
(Educator Completes by September 8)

Professional Growth Plan Conference
(Evaluator and Educator Complete by September 29)

Observation Cycle
(Evaluator and Educator Complete by April 11)
  a) 1 Observation (at least 30 min)
  b) 1 Conference

Final Conference
(Evaluator and Educator Complete by May 10)

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 initiated by the educator and completed collaboratively with the evaluator.

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

Classroom Teacher
Student Growth Measure (SGM) Final Rating

Teacher must generate a SGM rating of average or higher (3 or above) to maintain the “Skilled” Final Summative rating.

Final Summative Rating
Skilled

SGM Final Rating Reported to Ohio Department of Education

Student Growth
Classroom Teachers Are In One Of Four Categories:

A1: Teacher Instructs Value-Added Subjects Exclusively
Rating Based on Teacher-Level Value-Added Results (50%)

A2: Teacher Instructs Value-Added Subjects, But Not Exclusively
Rating Based on Teacher-Level Value-Added Results in Proportion to the Teacher’s Schedule (10-50%) and 2 Student Learning Objectives (0-40%).

B: Approved ODE Vendor Assessment Teacher-Level Data
Rating Based on Teacher-Level Approved Vendor Assessment Results (10%) and 2 Student Learning Objectives (40%).

C: Teacher Instructs No Value-Added Subjects
Rating Based on 2 Student Learning Objectives (50%).

5 Student Learning Objectives are due September 29. Student Learning Objective scores must be submitted by April 11.
ILEAD SELECTION OF EVALUATOR 2017-18 SCHOOL YEAR

Submit completed form to Building Principal no later than September 1, 2017.

Per the Ohio Teacher Evaluation System Framework, the CEA Master Agreement, and as adopted by the Columbus City Schools Joint Evaluation Panel, Classroom Teachers who received a Student Growth Measure Rating of Most Effective in the prior school year have the option to select their evaluator from among the credentialed administrators at their assigned school building for evaluation purposes.

Teacher Name: __________________________________________                  CCS ID#: ___________

School: __________________________________________________________

Building Principal: ______________________________________________________

Please complete the following fields (select one option):

☐ I choose to remain with my current evaluator.   Evaluator Name: ______________________

☐ I choose to select a different evaluator in my building.  Evaluator Name: ______________________

Teacher Signature: ___________________________ Date: ______________

ACKNOWLEDGEMENT OF RECEIPT OF REQUEST

Building Principal Signature: ___________________________ Date: ______________

PRINCIPALS: Retain copies for your records and submit completed forms to Professional Learning & Licensure, 6th St. Annex, Route 1, by September 8.

For Office Use Only:

Changed in ILEAD system by: ___________________________ Date: ______________