**Columbus Education Association**

**Teacher, School Counselor and Licensed Support Professional Evaluation System Checklist\***

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| **Event** | **Date** | **Time** | **Email/Confirmation Sent/Received** | **Notes** |
| Educator Self-Assessment and Goal Setting  (Complete by September 6) |  |  |  |  |
| Professional Growth Plan  (Complete by September 27) |  |  |  |  |
| **Teachers Only**- Create and Submit **Two** Student Learning Objectives for Review  (Complete by September 27) |  |  |  | **Be sure to check the SLO portal often for feedback for revisions and/or approval status.** |

**Semester 1: Observation Cycle and SLO Submission**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Event** | **Date** | **Time** | **Email/Confirmation Sent/Received** | **Notes** |
| **Teachers Only** -Revise and Resubmit SLOs for Final Approval  (Complete by December 6) |  |  |  | **Be sure to check the SLO portal often for feedback for revisions and/or approval status. Give time for your SLO team to review prior to deadline.** |
| Pre-Observation Conference |  |  |  |  |
| Observation (at least 30 mins) |  |  |  |  |
| Walkthrough (10-20 mins) |  |  |  |  |
| Walkthrough (10-20 mins) |  |  |  |  |
| Walkthrough (10-20 mins) |  |  |  |  |
| Walkthrough (10-20 mins) |  |  |  |  |
| Post Observation Conference (Complete by January 14) |  |  |  |  |

**Semester 2: Observation Cycle and SLO Data/ Metrics of Student Growth Outcomes Submission**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Event** | **Date** | **Time** | **Email/Confirmation Sent/Received** | **Notes** |
| **Teachers Only** -Complete all Final Assessments for SLOs  (Complete March 18-24) |  |  |  |  |
| **Teachers Only** -Deadline for Submitting SLO Scoring Templates into ILEAD  (Complete by March 31) |  |  |  |  |
| **Counselors Only**- Complete Measures of Student Growth Metrics, Discuss w/ Evaluator  (Complete March 18-24) |  |  |  |  |
| Pre-Observation Conference |  |  |  |  |
| Observation (at least 30 mins) |  |  |  |  |
| Walkthrough (10-20 mins) |  |  |  |  |
| Walkthrough (10-20 mins) |  |  |  |  |
| Walkthrough (10-20 mins) |  |  |  |  |
| Walkthrough (10-20 mins) |  |  |  |  |
| Post Observation Conference (Complete by March 31) |  |  |  |  |

**Summative Rating:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Event** | **Date** | **Time** | **Email/Confirmation Sent/Received** | **Notes** |
| Final Conference/ Final Summative Rating  (Complete by May 8) |  |  |  |  |

**\*** This form was created by CEA for use in documenting the evaluation process. This is not an official document for the CCS evaluation system.

**Revised August 2019**