



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.)

Dates	Evaluator	Classroom Teachers	Counselors & LSPs
August 24 – January 15	<ul style="list-style-type: none"> • 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 2nd semester is not recommended). <p><i>(Documentation must be submitted in ILEAD prior to next interaction and within seven school days of occurrence.)</i></p>		
November 2	<p>Principals & Assistant Principals: Deadline to submit retirement notification to Human Resources to be exempted from Evaluation Process.</p>	<p>Deadline to submit retirement notification to Human Resources to be exempted from Evaluation Process.</p>	<p>Deadline to submit retirement notification to Human Resources to be exempted from Evaluation Process.</p>
January 20 – March 26	<ul style="list-style-type: none"> • 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). <p><i>(Documentation must be submitted in ILEAD prior to next interaction and within seven school days of occurrence.)</i></p>		<p>Counselors: Complete measures for Metrics of Student Growth Outcomes and discuss with evaluator.</p>
March 11, 12, 15, 16 (tentative)	<p>End of Year Evaluation Procedures Training (Various times will be offered.)</p>		
March 26	<p>Deadline for entering Holistic Performance Ratings into ILEAD. <i>(A Holistic Performance Rating may only be assigned if <u>all</u> components of the evaluation cycle were completed.)</i></p> <ul style="list-style-type: none"> • Full Cycle – new rating assigned. • Skilled/Acc. – previous rating carries forward; please mark completion status. • Counselors – indicate Metrics of Student Outcomes rating. 		



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Dates	Evaluators	Classroom Teachers	Counselors & LSPs
April 12 - 16	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).	Counselors: Activate <i>eTPES</i> account (check CCS email for activation email sent by no-reply@ohiotpes.com).
April 15 - 20	(Building Principals Only) <ul style="list-style-type: none"> Initial Verification (enter PIN) of ratings in <i>eTPES</i>. Open lab support sessions for <i>eTPES</i>. 		
April 22 - 27		Log in to <i>eTPES</i> , 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 <i>eTPES</i> and acknowledge (enter PIN) Final Summative Rating Forms. If not acknowledged, building principal will override and confirm the Final Ratings.
April 28 – May 7	<ul style="list-style-type: none"> Log in to <i>eTPES</i> 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 <i>eTPES</i>. Print Final Summative Rating Forms from <i>ILEAD</i> for LSPs. Hold Final Summative Conferences with LSPs and provide Final Summative Rating Forms from <i>ILEAD</i>. Submit Final Conference Date and Comments on Final Conference Document in <i>ILEAD</i> for teachers, counselors, and LSPs. 	Hold Final Summative Conference with Evaluator and receive printout of Final Summative Rating Form from <i>eTPES</i> .	LSPs: Hold Final Summative Conference with Evaluator and receive printout of Final Summative Rating Form from <i>ILEAD</i> . Counselors: Hold Final Summative Conference with Evaluator and receive printout of Final Summative Rating Form from <i>eTPES</i> .
May 21		Deadline to submit Evaluation Appeal Form (see <i>ILEAD</i> website).	Deadline to submit Evaluation Appeal Form (see <i>ILEAD</i> website).

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