

Columbus Education Association

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

Name: _____ Evaluator: _____

Event	Date	Time	Email/Confirmation Sent/Received	Notes
Educator Self-Assessment and Goal Setting (Complete by September 7)				
Professional Growth Plan (Complete by September 28)				
Teachers Only - Create and Submit Two Student Learning Objectives for Review (Complete by September 28)				

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 November 30)				
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 15)				

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 18-22)				
Teachers Only -Deadline for Submitting SLO Scoring Templates into ILEAD (Complete by March 29)				
Counselors Only - Complete Measures of Student Growth Metrics, Discuss w/ Evaluator (Complete March 18-22)				
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 29)				

Summative Rating:

Event	Date	Time	Email/Confirmation Sent/Received	Notes
Final Conference/ Final Summative Rating (Complete by May 10)				

* 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 2018