Columbus Education Association
Teacher, School Counselor and Licensed Support Professional Evaluation System
Full Cycle Checklist *

Name: _____   Evaluator: _____

Event	Date	Time	Email/Confirmation Sent/Received	Notes
Educator Self-Assessment - electronically sign/submit (Complete by September 8)				
Professional Growth Plan (Complete by September 29)				
Teachers Only- Submit choices of <u>TWO</u> High Quality Students Data (HQSD) sources in OhioES (Complete by September 29)				
Discussions with Evaluator about the use of HQSD throughout year	**Dates:**			

Semester 1: Observation Cycle (August 21 – January 12)

Event	Date	Time	Email/Confirmation Sent/Received	Notes
Pre-Observation Conference				
Observation (at least 30 mins) *(Formal Holistic)*				
OTES/LSP Only: Meeting to determine 2-3 focus areas for 2nd semester				
Walkthrough (10-20 mins)				
Post Observation Conference- (Complete by January 12)				*Should be having collaborative conversation/conference for PGP progress check*

Semester 2: Observation Cycle (January 16-April 19)

Event	Date	Time	Email/Confirmation Sent/Received	Notes
Pre-Observation Conference				
Observation (at least 30 mins) *(Formal Focused- OTES/LSP Formal Holistic- OSCES)*				
Walkthrough (10-20 mins)				
Post Observation Conference (Complete by April 19)				*Should be having collaborative conversation/conference for PGP progress check*
Confirm Professional Growth				***Plan/Improvement Plan- You may be required to confirm the conferences within the plan before the evaluator can sign/submit. PGPs/IPs that cannot be signed/submitted will cause the evaluation to be not complete***

Holistic Rating:

Event	Date	Time	Email/Confirmation Sent/Received	Notes
Final Conference/ Final Holistic Rating Provided (Complete by May 9)				

Appeal:

If you believe your evaluation is eligible for an appeal (holistic ineffective rating; two evaluators with vastly different ratings; or procedural error), the application and evidence must be submitted by Friday, May 24th, 2024. Please call CEA, if you have questions.