

# Educator Evaluation Timeline

<b>Ohio Educator Evaluation System (OTES, OPES, OSCES)</b>			
Timeline	Superintendent/Designee	Principal	Teacher/School Counselor
<b>August/September</b>	<p><u>eTPES – Superintendent User Guide</u></p> <ol style="list-style-type: none"> <li><b>Complete LEA set-up:</b> <ul style="list-style-type: none"> <li><a href="#">User Guide, pp. 21-31</a></li> <li>Select OTES, OPES, OSCES rubric alignment (Complete Alignment Tool if applicable)</li> <li>Select Pilot or Implementation for OSCES</li> <li>Make workflow selection (Options 1, 2 or 3)</li> <li>Select Teacher and School Counselor Evaluation Interval for Accomplished and Skilled</li> <li>Select Teacher Framework (<a href="#">Original</a> or <a href="#">Alternative</a>)</li> <li>Review selections with all evaluators</li> </ul> </li> <li><b>Verify principal roster:</b> <ul style="list-style-type: none"> <li>Verify correct email addresses of principals per district assignment</li> <li>Send activation email to principals who have not used eTPES (<a href="#">User Guide, pp. 32-39</a>)</li> <li>Review/approve evaluators and building assignments (<a href="#">User Guide, pp. 47-54</a>)</li> </ul> </li> </ol> <p><u>Begin principal evaluation process -</u></p> <ul style="list-style-type: none"> <li>Review contract status of principals<sup>1</sup></li> <li>Growth Plan or Improvement Plan for all principals</li> <li>Determine appropriate growth measures for all principals (<a href="#">Student Growth Measures for Principals</a>)</li> <li>Observation Cycle 1 begins</li> </ul>	<p><u>eTPES – Principal User Guide</u></p> <ul style="list-style-type: none"> <li>Verify teacher and school counselor rosters</li> <li>Verify correct email addresses of teachers/school counselors per district assignment</li> <li>Send activation email to teachers/school counselors who have not used eTPES (<a href="#">User Guide, pp. 22-28</a>)</li> <li>Communicate and assist teachers/school counselors with login issues as needed                             <ul style="list-style-type: none"> <li>User names listed in profiles (<a href="#">User Guide- p. 23</a>), firstname.lastname; may also contain numbers for duplicates</li> <li><a href="#">Principal Instructions for Teacher eTPES Login Help</a></li> </ul> </li> </ul> <p><u>Begin teacher/school counselor evaluation process -</u></p> <ul style="list-style-type: none"> <li>Review <a href="#">Interval of Evaluation</a> for accomplished and skilled teachers and school counselors (<a href="#">User Guide, pp. 68-70</a>)</li> <li>Review contract status of teachers<sup>2</sup>; change evaluation interval to full as appropriate (<a href="#">User Guide, p. 70</a>)</li> <li>Growth Plan or Improvement Plan for all educators</li> <li>Determine appropriate growth measures for teachers (<a href="#">Business Rules for Student Growth Measures</a>)</li> <li>Determine appropriate metric of student outcomes for school counselors (<a href="#">School Counselor Evaluation Model, p. 9</a>)</li> <li>Observation Cycle 1 begins</li> </ul> <p><u>Begin principal’s own evaluation process –</u></p> <ul style="list-style-type: none"> <li>Optional and private - complete Self-Assessment</li> <li>Growth Plan or Improvement Plan</li> <li>Confirm applicable <a href="#">growth measures</a> with evaluator</li> <li>Observation Cycle 1 begins</li> </ul>	<p><u>eTPES – Teacher User Guide/School Counselor User Guide</u></p> <ul style="list-style-type: none"> <li>Log into account                             <ul style="list-style-type: none"> <li>Principal can find user names listed in profiles, firstname.lastname; may also contain numbers for duplicates</li> <li><a href="#">eTPES Login Help for Teachers</a></li> <li><a href="#">Teacher User Guide- pp. 6-11</a></li> <li><a href="#">School Counselor User Guide- pp. 4-10</a></li> </ul> </li> </ul> <p><u>Begin teacher/school counselor evaluation process -</u></p> <ul style="list-style-type: none"> <li>Optional and private - complete Self- Assessment</li> <li>Teacher may select evaluator if final summative rating was accomplished (<a href="#">SBOE Framework</a>)</li> <li>Growth Plan or Improvement Plan</li> <li>Confirm applicable <a href="#">growth measures</a> (teachers) or <a href="#">metric of student outcomes</a> (school counselors) with evaluator</li> <li>Observation Cycle 1 begins</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>Observation/Walkthroughs Cycle 1</li> <li>Approve principal SLOs if applicable</li> </ul>	<ul style="list-style-type: none"> <li>Observation/Walkthroughs Cycle 1</li> <li>Approve <a href="#">SLOs</a> or Committee Approval of SLOs</li> </ul>	<ul style="list-style-type: none"> <li>Observation/Walkthroughs Cycle 1</li> <li>Submit <a href="#">teacher SLOs</a> for approval if applicable</li> </ul>
<b>December</b>	<p><i>SGM –</i></p> <ul style="list-style-type: none"> <li>Enter district default percentages for SGM (<a href="#">User Guide, pp. 62-65</a>)</li> <li>Review and edit individual principal categories (A, B, C) (<a href="#">User Guide, pp.69-71</a>)</li> <li>Verify principal value-added if applicable (<a href="#">Student Growth Measures for Principals</a>)</li> </ul>	<p><i>SGM –</i></p> <ul style="list-style-type: none"> <li>Review and edit individual teacher categories (A1, A2, B, C) (<a href="#">Business Rules for Student Growth Measures, p. 11</a>) (<a href="#">User Guide, pp. 140-143</a>)</li> <li>Check <a href="#">EVAAS website</a> for teacher value-added reports if applicable</li> </ul>	<p><i>Teacher SGM –</i></p> <ul style="list-style-type: none"> <li>Check <a href="#">EVAAS website</a> for teacher value-added reports if applicable</li> </ul>
<b>November - April</b>	<ul style="list-style-type: none"> <li>Observation/Walkthroughs of principals Cycle 1</li> <li>Completion of Performance Rubric for Cycle 1<sup>1</sup></li> </ul>	<ul style="list-style-type: none"> <li>Observation/Walkthroughs Cycle 1</li> <li>Completion of Performance Rubric for Cycle 1</li> <li>Upload <a href="#">principal artifacts</a> as applicable</li> </ul>	<ul style="list-style-type: none"> <li>Observation/Walkthroughs Cycle 1</li> <li>Upload teacher (<a href="#">User Guide- p. 25</a>)/school counselor (<a href="#">User Guide- p. 24</a>) artifacts as applicable</li> </ul>
	<ul style="list-style-type: none"> <li>Observation/Walkthroughs of principals Cycle 2</li> <li>Completion of Performance Rubric for Cycle 2<sup>1</sup></li> </ul>	<ul style="list-style-type: none"> <li>Observation/Walkthroughs Cycle 2</li> <li>Completion of Performance Rubric for Cycle 2</li> <li>Upload <a href="#">principal artifacts</a> as applicable</li> </ul>	<ul style="list-style-type: none"> <li>Observation/Walkthroughs Cycle 2</li> <li>Upload teacher (<a href="#">User Guide- p. 25</a>)/school counselor (<a href="#">User Guide- p. 24</a>) artifacts as applicable</li> </ul>

<p><b>April</b></p>	<p><i>eTPES</i> –</p> <ul style="list-style-type: none"> <li>• Make any modifications to principal SGM categories if applicable (<a href="#">User Guide, pp.69-71</a>)</li> </ul>	<p><i>eTPES</i> –</p> <ul style="list-style-type: none"> <li>• Make any modifications to teacher SGM categories if applicable (<a href="#">User Guide, pp. 140-143</a>)</li> <li>• Enter and verify each teacher’s SGM (verification needed so averages will be available to superintendent) (<a href="#">User Guide, pp. 144-153</a>)</li> </ul>	<ul style="list-style-type: none"> <li>• Complete local teacher <a href="#">SGM scoring</a> and report to committee/principal for verification</li> </ul>
<p><b>May</b></p>	<ul style="list-style-type: none"> <li>• Complete principal Observation Rubrics</li> </ul> <p><i>eTPES-</i></p> <ul style="list-style-type: none"> <li>• Determine holistic rating for each principal’s performance and enter (<a href="#">Principal Evaluation Model, p. 17</a>)</li> <li>• Enter and verify each principal’s SGM (if using average of teacher ratings, all must be verified to determine average) (<a href="#">User Guide, pp. 72-80</a>)</li> <li>• Complete/document Final Summative Rating for each principal</li> <li>• Make copies as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Complete teacher Observation Rubrics by May 1</li> <li>• Complete school counselor Observation Rubrics according to local timeline<sup>3</sup> (<a href="#">User Guide, pp. 127-131</a>)</li> </ul> <p><u>Optional Alternative Component</u> (if chosen)</p> <ul style="list-style-type: none"> <li>• Reviewer submits rating to principal</li> </ul> <p><i>eTPES-</i></p> <ul style="list-style-type: none"> <li>• Determine holistic performance rating for each teacher (<a href="#">Teacher Evaluation Model, p. 24</a>) and school counselor<sup>3</sup> (<a href="#">School Counselor Evaluation Model, pp. 18-20</a>) and enter</li> <li>• Enter alternative component rating (if chosen) (<a href="#">User Guide, p. 106</a>)</li> <li>• Complete/document Final Summative Rating for each teacher (<a href="#">User Guide, pp. 104-107</a>) and school counselor<sup>3</sup></li> <li>• Check for completion of <u>all</u> evaluations for building(s) (<a href="#">User Guide, pp. 64-65</a>)</li> <li>• Written report to teacher by May 10</li> <li>• Make copies as needed</li> </ul>	<ul style="list-style-type: none"> <li>• School counselors must complete metric of student outcomes according to local timeline<sup>3</sup></li> </ul> <p><u>Optional Alternative Component</u> (if chosen)</p> <ul style="list-style-type: none"> <li>• Completed by teacher and reviewer</li> </ul> <p><i>eTPES</i> –</p> <ul style="list-style-type: none"> <li>• Complete the evaluation process by entering PIN</li> </ul>
<p><b>June</b></p>	<ul style="list-style-type: none"> <li>• Contract Renewal of principals by June 1</li> </ul> <p><i>eTPES</i> –</p> <ul style="list-style-type: none"> <li>• Closes mid-June, check for completion of <u>all</u> evaluations (<a href="#">User Guide, p. 92</a>)</li> <li>• Make copies as needed</li> <li>• ODE will receive reports from eTPES</li> </ul>	<ul style="list-style-type: none"> <li>• Complete local SLO scoring and submit to superintendent if applicable</li> </ul> <p><i>eTPES</i> –</p> <ul style="list-style-type: none"> <li>• Complete the principal evaluation process by entering PIN</li> </ul>	

<sup>1</sup> Annual evaluation of principals [[ORC 3319.02\(D\)\(2\)\(c\)\(i\)](#)] – One evaluation annually if contract is not due to expire. In a year an employee’s contract is due to expire, at least a preliminary evaluation and a final evaluation shall be completed. (Optional preliminary evaluation forms are available in eTPES.)

<sup>2</sup> The board must require at least three formal observations of each teacher who is under consideration for non-renewal and with whom the board has entered into a limited contract or an extended limited contract [[ORC 3319.111\(E\)\(1\)](#)]

<sup>3</sup> School counselor contract length may vary from district to district.