

OTES EVALUATION STEPS (options 1 and 2)

STEP	Form Name	Teacher Action	Principal/Evaluator Action
EVALUATION PHASE: If applicable (August - April)			
Optional Self-Assessment	Self-Assessment Summary Tool (optional)	Complete (private to teacher)	
Step 1: Professional Growth & Improvement Plans	Professional Growth Plan*	Complete (unless on Improvement Plan)	Add responses and enter PIN
	Improvement Plan*	View and enter PIN (if applicable)	Complete for applicable teachers
	Improvement Plan: Evaluation of Plan*	View and enter PIN (if applicable)	At the appropriate time listed on the Improvement Plan, complete Evaluation of Plans for applicable teachers
Step 2: Formative Assessment/ Examination of Artifacts	Repeatable Cycle	Pre-conference	Complete Review/enter responses and pin
		Informal Observation* (repeatable)	Complete Review and enter pin
		Formal Observation/ Performance Rubric**	Complete Review and enter pin
		Post-conference Planning	Complete (private)
		Project***	Complete*** Review/complete and enter pin***

* Required by Ohio Revised Code but not required by eTPES to maximize flexibility for users and accommodate multiple observation cycles.

** Required in eTPES

*** The board may elect, by adoption of a resolution, to require only one formal observation of a teacher who received an Accomplished rating on the previous year's evaluation, provided the teacher completes a project that has been approved by the board (ORC 3319.111 (E) (2)).