OTES Educator Evaluation Timeline 2013-2014

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| **Timeline** | **Superintendent/Designee** | **Principal** | **Teacher** |
| August - September | eTPES –  • District options, complete set-up screens  • Set SGM % for district teachers & principals  • Complete OTES Alignment Tool  • Verify principal roster  • Send access to principal | eTPES –  • Verify teacher roster  • Send access to teachers  SGM/eTPES –  • Review individual teacher categories (A,B,C) and modify if needed  Begin evaluation process –  • Growth plan or Improvement Plan  • Observation Cycle 1 begins | eTPES –  • Log into account  SGM/eTPES –  • Teacher VA will be downloaded  Begin evaluation process –  • Optional and private complete Self-Assessment  • Select evaluator if above expected growth  • Growth Plan or Improvement Plan  • Observation Cycle 1 begins |
| October |  | • Observation/Walkthroughs Cycle1  • Approve SLOs or  Committee Approval of SLOs | • Observation/Walkthroughs Cycle1  • Submit SLOs for approval |
| November - April |  | • Observation/Walkthroughs Cycle1  • Completion of Performance Rubric for Cycle 1  ---------------------------------------------  • Observation/Walkthroughs Cycle2  • Completion of Performance Rubric for Cycle 2 | • Observation/Walkthroughs Cycle1  • Upload artifacts as applicable  ---------------------------------------------  • Observation/Walkthroughs Cycle2  • Upload artifacts as applicable |
| May |  | •Completion of Observation Rubrics by May1  eTPES –  • Determine holistic rating for each teacher’s performance and enter  • Enter and verify each teacher’s local SGM  •Complete/document Final Summative Rating for each teacher  • Written report to teachers by May 10 | • Complete local SGM scoring and report to committee/principal |
| June | • Contract Renewal by June 1  • eTPES – Report aggregated  teacher ratings to ODE |  |  |