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 teachersSGM/eTPES – • Review individual teacher categories (A,B,C) and modify if neededBegin evaluation process –• Growth plan or Improvement Plan• Observation Cycle 1 begins | eTPES –• Log into accountSGM/eTPES – • Teacher VA will be downloadedBegin 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 May1eTPES –• 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 aggregatedteacher ratings to ODE |  |  |