

Ohio Teacher Evaluation System

COMPLETION CHECKLIST

Teacher _____ School Year _____

Building _____ Position _____ Evaluator _____

___ Teacher was rated Accomplished/Skilled in the previous year. Complete 1 observation and conference.

___ Teacher is being considered for nonrenewal. Additional checklist on other side.

___ Verification form for student growth measure calculation completed (within 1st two weeks of school year).

___ Growth Plan or Improvement Plan submitted/reviewed/signed (by September 15)

___ Conference for Plan held ___ For Improvement Plan, conference to evaluate plan held

___ Prior year's Value-Added data reviewed, to whom applicable.

Self-Assessment Tool is optional for the teacher

1st Semester

___ Pre-conference form submitted to evaluator
(at least 2 working days prior to pre-conference)

___ Pre-conference held (no more than 3 days prior to the observation)

___ Formal Observation (30 minutes+)
Scripted narrative un-scored e-mailed to teacher via OTES on-the-go (within 2 working days after observation).

___ *Scripted narrative scored e-mailed to teacher via OTES on-the-go (at least 1 day prior to post-conference)*

___ Informal Observation
Walk-through e-mailed to teacher via OTES on-the-go (within 2 working days after observation).

___ Post-conference held (within 5 working days after the observation).

2nd Semester to May 1

___ Pre-conference form submitted to evaluator
(at least 2 working days prior to pre-conference)

___ Pre-conference held (no more than 3 days prior to the observation)

___ Formal Observation (30 minutes+)
Scripted narrative un-scored e-mailed to teacher via OTES on-the-go (within 2 working days after observation).

___ *Scripted narrative scored e-mailed to teacher via OTES on-the-go (at least 1 day prior to post-conference)*

___ Informal Observation
Walk-through e-mailed to teacher via OTES on-the-go (within 2 working days after observation).

___ Post-conference held (within 5 working days after the observation).

___ SLO Rating received/reviewed and entered into eTPES by May 10

___ Final summative rating of teacher effectiveness on eTPES by May 10

___ Signed copies of final summative report from eTPES and post-conference form placed into personnel file.

For a teacher being considered for non-renewal, a 3rd observation is required (within window of February 1 to May 1):

<p>___ Pre-conference form submitted to evaluator (at least 2 working days prior to pre-conference)</p> <p>___ Pre-conference held (no more than 3 days prior to the observation)</p> <p>___ Formal Observation (30 minutes+) <i>Scripted narrative <u>un-scored</u> e-mailed to teacher via OTES on-the-go (within 2 working days after observation).</i> ___ <i>Scripted narrative <u>scored</u> e-mailed to teacher via OTES on-the-go (at least 1 day prior to post-conference)</i></p> <p>___ Informal Observation <i>Walk-through e-mailed to teacher via OTES on-the-go (within 2 working days after observation).</i></p> <p>___ Post-conference held (<i>within 5 working days after observation</i>).</p>
