

# Educator Evaluation Calendar of Activities 2022-2023

## Important Dates to Note:

### Getting Started:

- ❑ All OPEA Teachers (Tenure Teachers, Probationary Teachers, Counselors, Title I, Instructional Coaches, Library Media Specialists, and Ancillary Staff) will complete the appropriate self-assessment in Pivot.
- ❑ All OPEA Teachers will begin writing the required Growth Plan or IDP based on tenure status.
- ❑ GROWTH PLANS (3 Areas of Focus) for all OPEA Tenure Teachers, Counselors, Title I, Instructional Coaches, Library Media Specialists, and Ancillary Staff. Growth Plans will be recorded using the Growth Plan template in Pivot.
- ❑ INDIVIDUALIZED DEVELOPMENT PLAN (IDPs) (5 Areas of Focus; 1 per each Dimension 1-5) for all OPEA Probationary Teachers during the 5 years of the probationary period to achieve tenure. IDPs will be recorded using the Growth Plan template in Pivot.

### Monday, August 29 and Wednesday, August 31:

- ❑ 8/29 - During the scheduled professional development, all OPEA teachers will participate in 5D+ Training on evaluations protocols using the district provided presentation.
- ❑ 8/31 - Ancillary teaching staff (Special Ed. Social Worker, General Ed. Social Worker, School Psychologist and Speech and Language Pathologist) will receive training on their Growth Plans and evaluation tool from the Director of Specialized Student Services.

### Friday, September 23:

- ❑ By this date, all OPEA Teachers (Tenure Teachers, Probationary Teachers, Counselors, Title I, Instructional Coaches, Library Media Specialists, and Ancillary Staff) have completed their self-assessment in Pivot.

### Friday, October 14:

- ❑ By this date, all OPEA Teachers (Tenure Teachers, Probationary Teachers, Counselors, Title I, Instructional Coaches, Library Media Specialists, and Ancillary Staff) will complete their Growth Plan or IDP draft and share it with their assigned administrator.
- ❑ All Growth Plans & IDPs must include a minimum of 10 Action Steps.
- ❑ All Growth Plans & IDP's must identify Semester One pre/post assessment, Semester Two pre/post assessment, and i-Ready content area (reading or math) for Student Growth Data.

### Friday, October 21:

- ❑ By this date, building and district administrators will have conducted a conference with all assigned OPEA Teachers (Tenure Teachers, Probationary Teachers, Counselors, Title I, Instructional Coaches, Library Media Specialists, and Ancillary Staff) and will have APPROVED (or make recommendations to staff if needed) all documented Growth Plans or IDPs.

### Friday, October 28:

- ❑ By this date, all OPEA Teachers (Tenure Teachers, Probationary Teachers, Counselors, Title I, Instructional Coaches, Library Media Specialists, and Ancillary Staff) will submit their FINAL Growth Plans or IDPs through Pivot.

**Friday, November 4:**

- By this date, all evaluating administrators will have completed an informal walkthrough observation and provided feedback. Teacher may upload feedback as artifact in Pivot.

**Monday, November 7:**

- Building administrators will begin visiting classrooms for formal observations (scheduled).

**Friday, December 16:**

- Friendly Reminder: OPEA Teachers (Tenure Teachers, Probationary Teachers, Counselors, Title I, Instructional Coaches, Library Media Specialists, and Ancillary Staff) – begin uploading artifacts in Pivot.

**Friday, January 20:**

- By this date, a minimum of one (1) informal walkthrough observation and one (1) formal observation (scheduled) will be completed.
- Friendly Reminder: OPEA Teachers (Tenure Teachers, Probationary Teachers, Counselors, Title I, Instructional Coaches, Library Media Specialists, and Ancillary Staff) – upload artifacts in Pivot.

**Monday, January 23:**

- Building administrators will begin visiting classrooms for informal walkthrough observations.

**Friday, February 3:**

- By this date, all Semester I pre/post data for teachers must be submitted to assigned evaluator along with the Student Growth Score Exclusion Form (if applicable).

**Friday, February 10:**

- By this date, all Mid-Year Conferences have been conducted for the following groups of educators:
  - All teachers in the first year of the probationary period
  - All teachers whose recent annual evaluation was Minimally Effective or Ineffective

**Friday, March 24:**

- By this date, all evaluating administrators will have completed an informal walkthrough observation and provided feedback. Teacher may upload feedback as artifact in Pivot.
- Friendly Reminder: OPEA teachers (tenure and probationary teachers, counselors, Title I, Instructional Coaches, Library Media Specialists) – upload artifacts in Pivot.

**Monday, April 3:**

- Building administrators will begin visiting classrooms for formal observations (unscheduled).

**Friday, May 26:**

- By this date, all Semester II pre/post data from teachers must be submitted to the assigned evaluator along with the Student Growth Score Exclusion Form (if applicable).
- By this date, all Semester II i-Ready data from teachers must be submitted to the assigned evaluator along with the Student Growth Score Exclusion Form (if applicable).

**Friday, June 2:**

- By this date, a minimum of two (2) informal walkthrough observations, one (1) formal observation (scheduled), and one (1) formal observation (unscheduled) will be completed for all OPEA Teachers (Tenure Teachers, Probationary Teachers, Counselors, Title I, Instructional Coaches, Library Media Specialists, and Ancillary Staff).
- By this date, all artifacts have been uploaded in Pivot.

**Friday, June 16:**

- By this date, all OPEA Teachers (Tenure Teachers, Probationary Teachers, Counselors, Title I, Instructional Coaches, Library Media Specialists, and Ancillary Staff) Final Conferences have been completed, signatures obtained, and evaluations are finalized in Pivot.
- By this date, building and district administrators will have completed the paraprofessional evaluations and conducted a conference to provide them with feedback using the evaluation tool in their OPESPA Collective Bargaining Agreement.
  - Building administrators – Media Center Paras, ELL Paras
  - Director of Specialized Student Services – Special Education Paras
  - Supervisor of GSRP – GSRP Paras

**Friday June 23:**

- By this date, all final evaluation score sheets for ALL staff, building administrators, and district administrators must be:
  - Printed;
  - Signed by the evaluator;
  - Signed by the employee;
  - A signed copy provided to the employee
  - Signed hard copies, in alpha order, sent to HR by buildings or departments  
(Superintendent's Office, Teaching and Learning, Specialized Student Services, Human Resources and Business and Finance).