



# Cincinnati Evaluation System (CTES)

## 2016-17 Evaluation Timeline

Completion Date	Activity to complete
By September 2, 2016	<p><b>Observations may begin upon the completion of the EOM (which may take place prior to September 2, 2016)</b></p> <p>All Evaluation Orientation Meetings (EOM) should be conducted no later than September 2. For teachers hired after the start of school year the evaluation may begin once they have received an EOM.</p>
September 6, 2016,	Turn in completed EOM sign in sheets (via email) to Angela Murrell-Axel at Murrela@cps-k12.org.
Upon completion of the EOM	<p>Observation Cycle 1 begins for Teachers (once the EOM has been viewed)</p> <ul style="list-style-type: none"> <li>• Pre-Conference for announced observations</li> <li>• Announced Observation</li> <li>• Informal Observation (CWT)</li> </ul> <p><b>** If an Accomplished rating is carried forward the teacher will receive 1 informal only</b></p>
September 9, 2016 (Or before)	<ul style="list-style-type: none"> <li>• Verify Teacher Roster in eTPES (add or delete teachers)</li> <li>• Send access to teachers new to eTPES.</li> <li>• If a teacher has used eTPES before their account is already active.</li> </ul>
September 23, 2016 (or before)	Professional Growth Plan must be entered into eTPES by teacher for administrative review Improvement Plans must be entered by Principal and reviewed with Teacher
October 10, 2016	SLOs due to Administrator for approval
October 24, 2016,	<ul style="list-style-type: none"> <li>• Return Approved SLOs to Teachers</li> <li>• <i>If SLO not approved, give back to teacher for revisions</i></li> </ul>
October 31, 2016	Teachers resubmit revised SLOs to Administrators
November 7, 2016	Administrator returns revised SLOs to Teachers
November 4 2016	Last day for a CAR referral to be considered for non- renewal this school year due to HR
December 16, 2016	<p>Evaluation Cycle 1 completed (Pre-conference and announced observation and informal observation for Teachers) and entered into eTPES</p> <p><u>All teachers must have 1 formal observation and 1 informal observation recorded in eTPES by this date</u></p>
December 16, 2016	SLO Interval of Instructions ends for first semester courses. This only applies to semester long courses. .
January 3, 2017	Begin Evaluation Cycle 2 for Teachers (One unannounced observation and one informal observation)
January 9, 2017	SLO scoring template due to Administrator for 1 <sup>st</sup> semester courses. This only applies to semester long courses.
March 10, 2017	SLO Interval of Instruction ends
March 10, 2017	Last day to refer for CAR utilizing this year's evaluations must be sent to Human Resources
April 14, 2017	Teacher SLO Scoring templates due to Administration
April 21, 2017	Completion of Observation Cycle 2 for Teachers Must be completed in eTPES
April 25, 2016	Student growth measures entered into eTPES and verified by the Principal
May 1, 2016	<p>Evaluation completed in eTPES</p> <ol style="list-style-type: none"> <li>1. Cumulative performance rating completed.</li> <li>2. Verified SGM</li> </ol>

\*Post Observation conference held within 30 days of final observation