Certified Evaluation

Initial Set-up by Evaluators

Assigning Evaluators & Evaluation Type
Assigning Evaluators – Step 1

Building principals are assigned as the primary evaluation account manager for all building staff by default.

Assigning evaluators to all staff is an initial set-up responsibility and must be completed by September 15th.

- Step 1 – Principals will login to the Online Evaluation Management System to assign specific evaluators to identified building staff using the following process:
  1. Select teachers to be assigned to an evaluator (multiple teachers may be selected at one time for the same evaluator).
  2. At the “Select Evals” box, select “Assign” and click on “Go”.
- When the new window opens, proceed to Step 2.
Assigning Evaluators – Step 2

- Step 2 – When the dialogue box (pop-up window) appears, type in the name of the evaluator to be assigned in the appropriate box using the District’s “last name_first name” format.

- The supervisor of the evaluator is a required field for all staff and must be entered in the appropriate box using the District’s “last name_first name” format.
  - The area assistant superintendent is the supervisor of the evaluator for principals and the principal is the supervisor of evaluator for all other evaluators in their building.
  - Both evaluator and supervisor must be assigned to each employee.

- Select “Submit” once the evaluator and supervisor names are entered.

- Repeat both Step 1 & Step 2 for each evaluator being assigned.

- See screenshots on following slide.
Assigning Evaluators – Screenshots

**Step 1**

**Personal Evaluations of Your Name**

<table>
<thead>
<tr>
<th>Eval Period</th>
<th>Status</th>
<th>Position</th>
<th>Department</th>
<th>Assigned To</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2020</td>
<td>Not Started</td>
<td>Your Position</td>
<td>Your School</td>
<td>Your Evaluator</td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 to 1 of 1 entries

**Staff Evaluations by Your Name**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Type</th>
<th>Position</th>
<th>Status</th>
<th>Assigned To</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td></td>
<td>Certified Asst Principal - Middle</td>
<td>Not Started</td>
<td>You</td>
<td>Start</td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td></td>
<td>Certified Math Teacher</td>
<td>Not Started</td>
<td>You</td>
<td>Start</td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td></td>
<td>Classified Health Clerk</td>
<td>Not Started</td>
<td>You</td>
<td>Start</td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td></td>
<td>Certified Science Teacher, Health Tech</td>
<td>Not Started</td>
<td>You</td>
<td>Start</td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td></td>
<td>Classified Clerk - Attendance</td>
<td>Not Started</td>
<td>You</td>
<td>Start</td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td></td>
<td>Certified Language Arts Teacher</td>
<td>Not Started</td>
<td>You</td>
<td>Start</td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td></td>
<td>Certified Counselor</td>
<td>Not Started</td>
<td>You</td>
<td>Start</td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td></td>
<td>Certified Math Teacher</td>
<td>Not Started</td>
<td>You</td>
<td>Start</td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td></td>
<td>Certified Physical Education Teacher</td>
<td>Not Started</td>
<td>You</td>
<td>Start</td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td></td>
<td>Certified Language Arts Teacher, Soc...</td>
<td>Not Started</td>
<td>You</td>
<td>Start</td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 to 10 of 42 entries

* indicates an improvement plan exists for this employee

Questions? Contact Human Resources

**Step 2**

**Assign Evaluations**

Only evaluations that have the status "Not Started" can be assigned from here.

For all eval types:

Evaluator (required):

If assigning Certified evals:

Supervisor of evaluator (required):

If assigning Classified/APT evals:

First Reviewer (optional):

Final reviewer (optional):

Submit
Assigning Evaluations – Step 1

Principal or other assigned building evaluators work with staff members the evaluate to determine which evaluation option will be used and assigned.

- **Certified Rubric**
- **SSP Rubric** (for Specialized Service Professionals only)
- **Coach/Mentor Rubric** (for any full-time teachers in a teaching role, such as: coaches/mentors, curriculum specialists, clinical professors & other professional development positions)
- **Alternative Options** (Certified Staff)

The evaluation type must be determined by October 15th.

- Step 1 – After login to the Online Evaluation Management System the evaluator will select “Start” on the line of the specific teacher to be assigned an evaluation option.
- When the new window opens, proceed to Step 2.
Assigning Evaluations – Step 2

• Step 2 – When the new window appears, the evaluator will select the type of evaluation to be assigned to the individual staff member and select the appropriate Employment Status.

• Add evaluator and evaluator supervisor name, if not auto filled.

• After the assigning the evaluation type and employment status, select “Submit to Next Step” which submits the evaluation to the next step in the evaluation work.

• Repeat for each staff member.

• See screenshots on following slide.