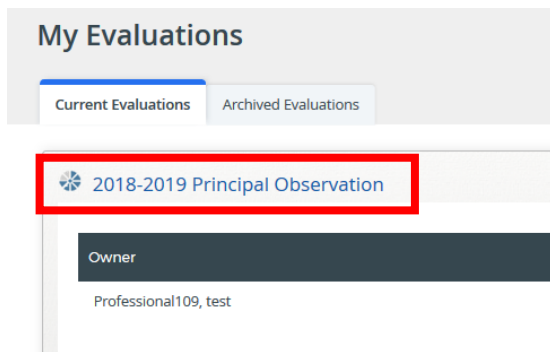


## OPES Growth Plan Instructions

18-19

These instructions are for accessing the administrator growth plan in the TDES portal. Please discuss with your network leader the growth plan template you should use – either the [OPES form](#) or this version. **Please attach the OPES form in the portal** if that is what you use. The Growth Plan should be revisited at the Midyear and End-of-Year conferences.

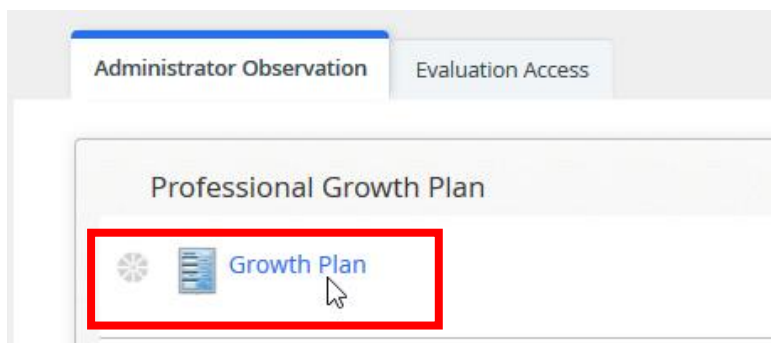
Log in to TDES and click My Evaluations and select the 2018 – 2019 Principal Observation.



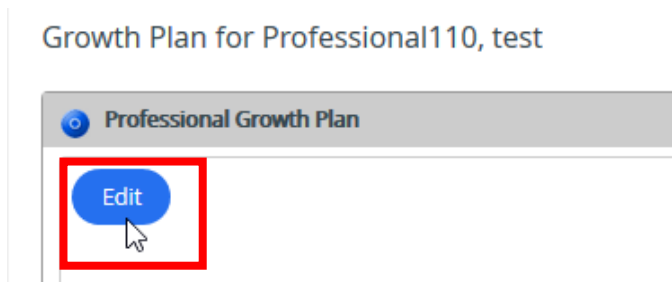
Under Professional Growth Plan click Contains 4 Activities to access the form.



Click Growth Plan



Click Edit to enter information for your plan.



Enter the date you are creating your plan.

\* Date Growth Plan Written   [Reset](#)

You will write two goals – one based on Student Achievement and one based on the OPES standards. Select your Student Outcome goal from the drop down list.

\* Goal 1: Student Achievement / Outcomes for Students  
\* Goal 1: Statement

--Select One--  
--Select One--  
Performance Index Score  
K-3 Literacy  
Graduation Rate

Enter the Goal Statement – this should be the detailed, narrative description of your goal. You can also use the SMART framework (Specific; Measurable; Aligned and Actionable; Relevant; Timely) to describe your goal. This section is the “what” of your goal.

\* Goal 1: Statement



The SMART goal framework can be helpful to write your students achievement goals. Do (specific action ) in order to (accomplish measurable, relevant result) by (within certain a time frame) as aligned to (data and achievable targets).

Enter the Goal Indicators and Plan. This is how you know if you have achieved your goal and your plan to accomplish the goal. Be sure to include your strategies, and resources or supports that you will use to achieve the goal. This section is the “how” of your goal.

\* Goal 1: Goal Evidence Indicators and Plan

How will you accomplish this goal - what resources, strategies, and supports are required for success?

Attach files that support your goal if you would like – including any data or reports that indicate relevance or alignment.

Goal 1: Supporting Documents  [Attach File](#) 

Complete the steps above for your second goal. Goal 2 is based on OPES Standard 1 or Standard 2.

\* Goal 2: Principal Performance on the Ohio Standards for Principals Goal Statement (Standard)

--Select One--  
--Select One--  
Standard 1: Continuous Improvement - Principals help create a shared vision and clear goals for their schools and ensure continuous progress toward achieving the goals.  
Standard 2: Instruction - Principals support the implementation of high-quality standards-based instruction that results in higher levels of achievement for all students.

Select the overall standard for your goal. Then select the sub-standard you will focus on.

\* Goal 2: Selected Growth Area --Select One--

\* Goal 2: Statement

- Select One--
- 2.1 Principals ensure that the instructional content that is taught is aligned with the Ohio academic content standards and curriculum priorities in the school a
- 2.2 Principals ensure instructional practices are effective and meet the needs of all students.
- 2.3 Principals advocate for high levels of learning for all students, including students identified as gifted, students with disabilities and at-risk students.
- 2.4 Principals know, understand, and share relevant research.
- 2.5 Principals understand, encourage and facilitate the effective use of data by staff.
- 2.6 Principals support staff in planning and implementing research based professional development.

Compose your goal statement – you can use the same SMART protocol to structure your second goal too.

\* Goal 2: Statement

Implement and monitor TBTs across grade bands once a week for 50 minutes on Thursday mornings to support staff growth in planning, assessment, and data analysis.

Enter your plan including how you will know if your goal was fully achieved.

\* Goal 2: Goal Evidence Indicators and Plan

TBT minutes will be collected and reviewed at admin team meetings on Friday mornings. Feedback to teams will be sent by Friday 5:00 pm. Lesson plans will be monitored for adjustments based on TBT data and admins will attend teacher co-planning sessions on a rotating schedule on Mondays at 8:00 am.

Attach any documents to support your second goal.

Goal 2: Supporting Documents

Attach File ?

Click Save & Exit.

\* Required Fields

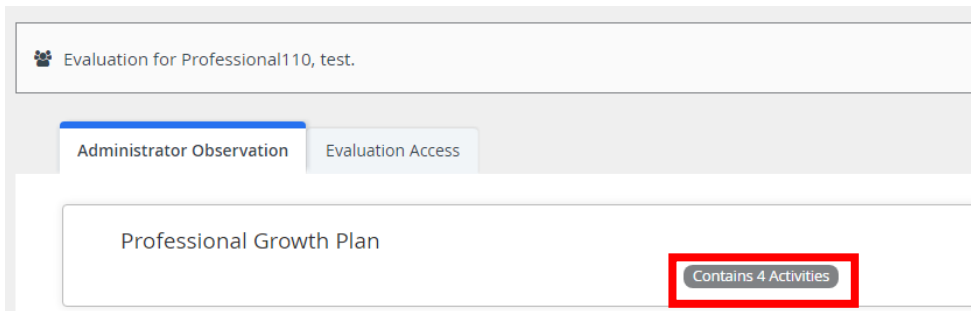
Save Save & Exit Cancel

If your goals are complete click Mark Complete.

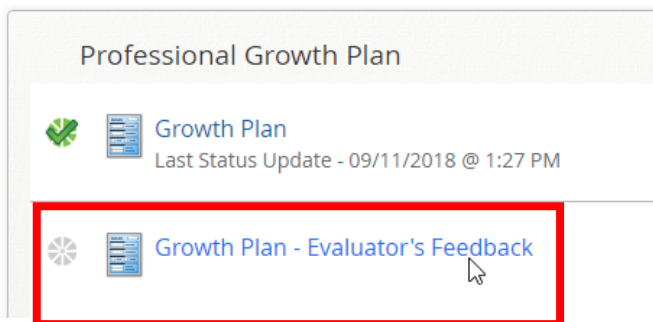
<< Back Mark Complete

Growth Plan for Professional110, test

Your evaluator will review your growth plan and add comments.



Evaluators should click the Feedback step.



Click Edit.

Growth Plan - Evaluator's Feedback for Professional110, test

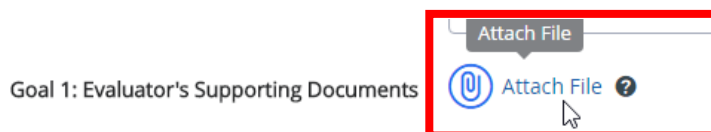


Add any comments or suggestions.

\* Goal 1: Evaluator's Comments

Evaluator adds comments, feedback, suggestions.

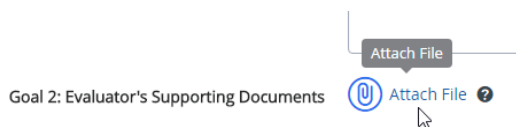
The evaluator can attach any files as needed.



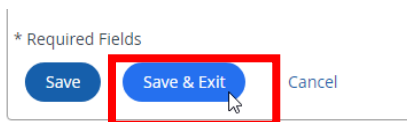
Repeat the above process for Goal 2.

Goal 2: Principal Performance on the Ohio Standards for Principals Goal Statement (Standard)	Standard 2: Instruction - Principals support the implementation of high-quality standards-based instruction that results in higher levels of achievement for all students.
Goal 2: Selected Growth Area	2.5 Principals understand, encourage and facilitate the effective use of data by staff.
Goal 2: Statement	Implement and monitor TBTs across grade bands once a week for 50 minutes on Thursday mornings to support staff growth in planning, assessment, and data analysis.
Goal 2: Goal Evidence Indicators and Plan	TBT minutes will be collected and reviewed at admin team meetings on Friday mornings. Feedback to teams will be sent by Friday 5:00 pm. Lesson plans will be monitored for adjustments based on TBT data and admins will attend teacher co-planning sessions on a rotating schedule on Mondays at 8:00 am.
Goal 2: Supporting Documents	There are no attachments.
* Goal 2: Evaluator's Comments	<input type="text" value="What interventions will you provide if the TBT sessions are not effective? How will know if this goal is successful?"/>

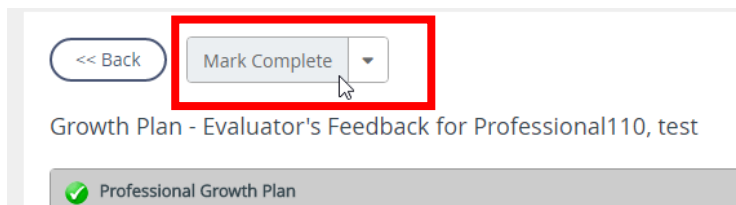
Additional files can be attached if desired.



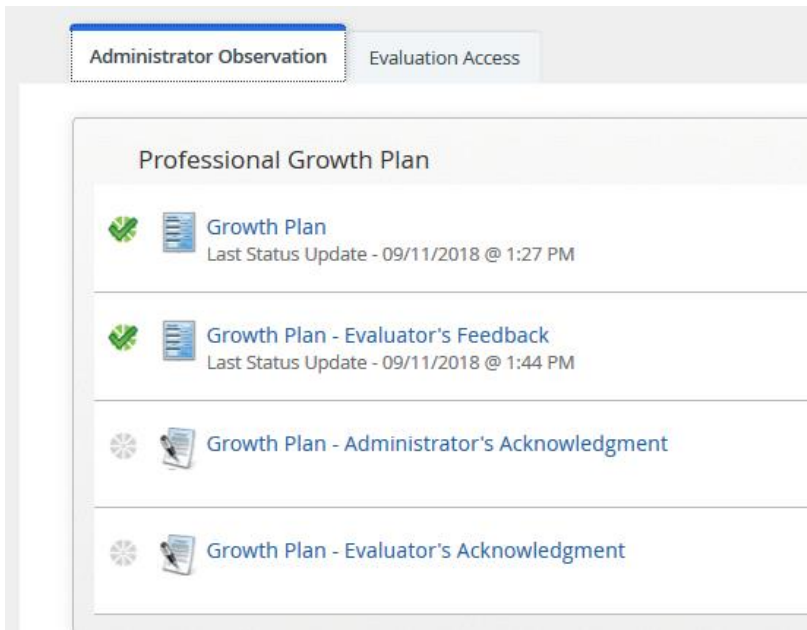
Click Save & Exit.



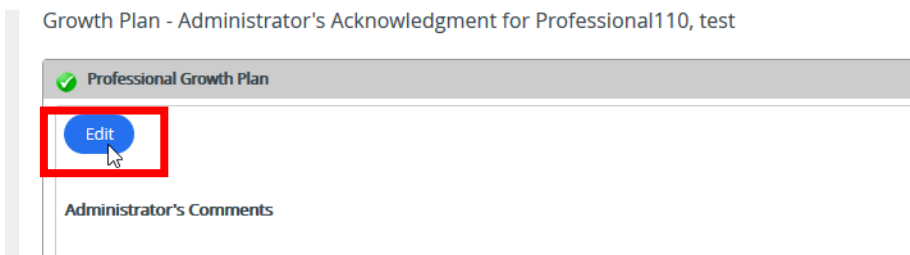
Then click Mark Complete.



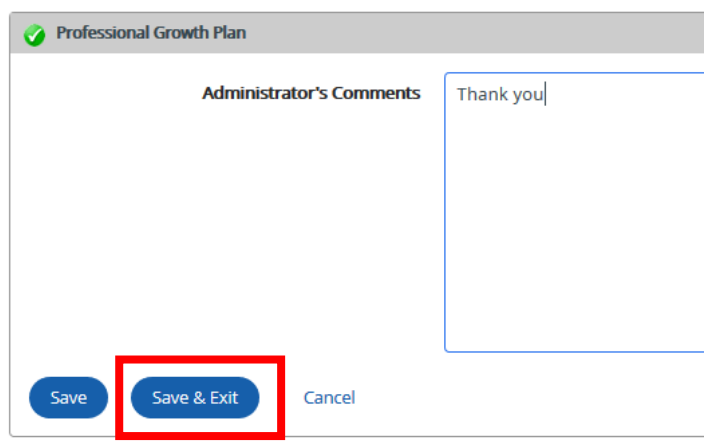
The administrator will acknowledge the growth plan.



Click Edit.



Enter any final comments and Save & Exit.





Click the check box and Sign to sign off.



Sign Off Status

This signature verifies that the administrator and the evaluator have discussed and agree to this Professional Growth Plan.

Sign

The evaluator will do the final acknowledgement.

  Growth Plan - Administrator's Acknowledgment  
Last Status Update - 09/11/2018 @ 1:46 PM

  Growth Plan - Evaluator's Acknowledgment

Click the check box and Sign.



Sign Off Status



This signature verifies that the administrator and the evaluator have discussed and agree to this Professional Growth Plan.



Sign



The green checks indicate each step was completed correctly.

Professional Growth Plan

  Growth Plan  
Last Status Update - 09/11/2018 @ 1:27 PM

  Growth Plan - Evaluator's Feedback  
Last Status Update - 09/11/2018 @ 1:44 PM

  Growth Plan - Administrator's Acknowledgment  
Last Status Update - 09/11/2018 @ 1:46 PM

  Growth Plan - Evaluator's Acknowledgment  
Last Status Update - 09/11/2018 @ 1:48 PM