

## CMSD OPES Guidelines 18-19

OPES is the state's administrator evaluation model. It applies to principals and assistant principals and a modified version is used for the curriculum and instructional specialists. CMSD policy and procedures are governed by [ORC 3311.84](#) and [ORC 3119.02](#)

CMSD's OPES is managed in the same portal used for teacher evaluations. Evaluators are able to document walkthroughs and tag evidence to the principal rubric for ease in review and reporting. Growth and improvement plans are managed in the same portal.

All OPES evaluators must be certified by taking a two-day training and passing the OPES certification test. We request that the test be taken in a proctored environment at East.

Each administrator will be evaluated annually. There is no carryover Accomplished year for administrators like there is for teachers. Administrators do not have a default policy like teachers.

If the administrator's contract is **NOT due to expire** at the end of the year, only one evaluation event needs to be completed. This is the summative evaluation. However, administrators are encouraged to document and discuss performance throughout the year. Administrators should still complete a growth plan.

If the administrator's contract **IS DUE TO EXPIRE** at the end of the year, two evaluation events must occur. This is the mid-year and the summative. Administrators should also complete a growth plan. The administrator must receive a copy of the mid-year 60 days before any Board action on employment status (whether or not to renew).

If an administrator is not evaluated he or she is presumed to be employed for upcoming year.

OPES is used for principal (full rubric), heads of school (full rubric), assistant principals (modified rubric OPES 1.2, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.1, 3.4, 3.5, 4.1,5.2, 5.4), curriculum and instructional specialists (modified rubric OPES 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.4, 3.5, 4.1, 5.2, 5.4).

### CMSD OPES Dates 18-19:

October 5: GP and IP due

Walkthroughs on-going

December 21: FAO1 due

Walkthroughs on-going

January 25: Mid-year Review due

March 15: FAO2 due

May 3: Summative Review due; portal closes

## **Growth Plan**

Administrators should set a minimum of two goals. One should be based on student performance and the other should be based on the OPES rubric. The growth plans should be revisited for progress at the mid-year and summative reviews. These are the goals for an individual administrator, not a duplicate of the school's AAP goals.

## **Improvement Plans**

Administrators will begin the 2018-2019 school year on an improvement plan if at least one of the following statements is true:

- Administrator received an overall ineffective rating (ODE Rule)
- Administrator received an ineffective rating on any of the standards or indicators of the OPES system (ODE Rule)

Administrators on an improvement plan should receive a copy of their improvement plans by October 5, 2018 and will be provided on-going support to improve their leadership and effectiveness in improving school outcomes. Performance on improvement plans will be assessed on an on-going basis and leaders who demonstrate performance at the next skill level may move off an improvement plan during the mid-year review.

## **Mid-year 2018 – 2019**

During the mid-year review administrators on an improvement plan may demonstrate sufficient progress to move to a growth plan, or they may have their improvement plans extended.

Administrators may also be put onto an improvement plan during the mid-year if they are currently performing at an ineffective level on any OPES indicator or standard OR if their school has negative data trends that indicate negative student growth.

Improvement plans may be maintained or administrators may be put onto an improvement plan if any of the following statements are true:

- Administrator received an overall ineffective rating on the mid-year assessment
- Administrator received an ineffective rating on any of the standards or indicators of the OPES system during the mid-year assessment
- Administrator received a developing rating on most or all of the power indicators
- Student assessments, attendance data, or projected graduation rates show negative trends
- Final determination on who is placed on an improvement plan is at the discretion of the Network Leader.

## **ODE Language on Improvement Plans for OPES**

*Written improvement plans are to be developed when an educator receives an overall ineffective rating or an ineffective rating on any of the components of the OPES system. The purpose of the improvement plan is to identify specific deficiencies in performance and foster growth through professional development and targeted support. If corrective actions are not made within the time as specified in the improvement plan, a recommendation may be made for dismissal or to continue on the plan.*

OPES 092918