MEMO: EES Adjustments for SY2021-2022 (October 8, 2021)

This is for Single Track; refer to the EES Manual for multitrack schedules

**12/10/21**
- Teachers end data collection/implementation of **1st Sem SSP/SSIO**
- **1st Sem Obs** completed
- Last day for Panorama Student Perception Survey administration

**12/13-1/7**
- Evaluators conduct **1st Sem SSP/SSIO** conferences

**Upcoming**

1/7/22
- Evaluators finalize **1st Sem SSP/SSIO** end-of-term rating
- Evaluators finalize **1st Sem Observation** ratings in PDE³

1/14/22
- Evaluators approve mid-term Year-long **SSP/SSIO** in PDE³

1/21/22
- **EES Track Movement**: Deadline for moving a teacher from Off Cycle teacher to On Cycle for SY 2021-2022

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**Panorama Student Perception Survey Window**

**1st Sem Ending Conferences**

**Winter Break**
Check your progress by running an Ad Hoc Report in PDE³

Complex Area EES Leads
- Run People: EES Track ad hoc report in PDE3
  - Check for:
    - **On Cycle**: All Probationary teachers (F4), tenured teachers (F1) with No EES Rating or less than Effective rating for SY2020-2021
    - **Off Cycle**: All tenured teachers with an Effective or Higher rating for SY2020-2021
    - **Unable to Complete Evaluation**: All Emergency Hires (ex. F5, FW, and non-probationary FTs)
- Inform EES Help Desk of teachers missing in PDE3 or discrepancies in EES tracks
- Run Evaluation Forms – Single Row: SY2122_ALL ad hoc report in PDE3

School/Office Administrators
- Run People: EES Track ad hoc report in PDE3
  - Check for:
    - **On Cycle**: All Probationary teachers, tenured teachers with No EES Rating or less than Effective rating for SY2020-2021
    - **Off Cycle**: All tenured teachers with an Effective or Higher rating for SY2020-2021
    - **Unable to Complete Evaluation**: All Emergency Hires (ex. F5, FW, and non-probationary FTs)
- Inform Complex Area EES Leads of teachers missing in PDE3 or discrepancies in EES tracks
- Run Evaluation Forms – Single Row: SY2122_ALL ad hoc report in PDE3

Office of Talent Management (OTM) will be conducting its final Overview Training for Teachers New to EES for this school year!
- **January 11 and 13 (new dates)**
  - From 3:00 – 4:30 pm through Zoom/WebEx. Teacher must attend both days to complete the training.
  - Contact your Complex Area EES Lead to add your new teacher to the list!

Contact your **Complex Area EES Lead** (see the DOE intranet – EES page for contact information)
For questions, call the EES Help Desk @ 586-4072