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

March 2022

3/4
Evaluators approve mid-term 2nd Sem SSP/SSIO in PDE³
  • 2/7-4/29: Teachers implement SSP/SSIO

Upcoming 4/29
  • Observations completed
  • Teachers stop data collection/implementation for
    o WP
    o CP
    o IPDP/PDPDP
    o SSP/SSIO (Year long or 2nd sem)
  • Teachers should prepare for the final evaluation conference, including reflections for Student Perception Survey & HGM, as applicable
Teachers hired after February 4, 2022 will not be evaluated on EES for SY21-22.

Complex Area EES Leads

- Run People: EES Track ad hoc report in PDE³
- Check for **MISSING NEW HIRES and SEPARATED TEACHERS**
- Inform EES Help Desk of missing new hires and separated teachers to activate/deactivate PDE³ accounts
- Run Evaluation Forms – Single Row: SY2122_ALL ad hoc report in PDE³; check for the following for On Cycle Teachers:
  - Pre-Ob Conference Time/Date or WP Beginning Conference Date
  - Observation Time/Date
  - SSP/SSIO Beginning of Term Conference Date and Approval
  - CP Beginning Conference Date
- Advise School/Office administrators of missing information (e.g. beginning conference dates, SSP/SSIO approvals) for On-Cycle teachers in ad hoc report(s)

School/Office Administrators

- Run People: EES Track ad hoc report in PDE³
- Check for **NEW HIRES and SEPARATED TEACHERS**
- Inform Complex Area EES Leads of missing new hires and separated teachers to activate/deactivate PDE³ accounts
- Run Evaluation Forms – Single Row: SY2122_ALL ad hoc report in PDE³, check for the following for On-Cycle Teachers:
  - Pre-Ob Conference Time/Date or WP Beginning Conference Date
  - Observation Time/Date
  - SSP/SSIO Beginning of Term Conference Date and Approval
  - CP Beginning Conference Date
- Schedule **final observations** with teachers (pre-ob and post-ob conferences and observation date/time) as necessary

The **2021-2022 EES FAQ and Resources** provide guidance on the modifications for EES for this school year.

- All Off-Cycle track teachers should complete an IPDP and Student Perception Survey reflection, as applicable
- On-Cycle track distance learning teachers should complete the AIP-based cycle process
- SSP approval is not required this year, however, it is a required field in PDE³.
- SSP will be rated as either a 3 (Effective) or 1 (Ineffective) for this school year.
- SSIO will be rated from 4 (Highly Effective) through 1 (Ineffective) using the rubric on p. 36 of the EES Manual or 0 if incomplete

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