



Educator Effectiveness System

May 2022



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

MAY 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	2 nd Semester Ends	Teacher's Last Day	28
29	30 MEMORIAL DAY	31	1	2	3	4

★ 5/2 – 5/20

Evaluators **complete all ending conferences** within this time frame; *especially* for teachers rated less than Effective.

- Evaluators finalize and lock all relevant components in PDE³
 - Observations/WP
 - CP, including Student Perception Survey & HGM reflections (as applicable)
 - SSP/SSIO (SY21-22 SSP ratings are: 3 = Effective/Satisfactory or 1 =Ineffective/Unsatisfactory)
 - PDPDP
- Evaluator & Teacher should e-sign and date to acknowledge the final effectiveness rating for SY21-22
- **Principal** must review and discuss final effectiveness rating for teachers rated as **Less than Effective** no later than **5/20/22**
- **Off Cycle teachers** finalize IPDP and Student Perception Survey & HGM reflections (as applicable)



Complex Area EES Leads

- Run **Evaluation Forms – Single Row: SY2122_FINAL** ad hoc report in PDE³; check for the following for On Cycle Teachers:
 - ✓ Observation(s)/Working Portfolio ratings
 - ✓ Core Professionalism rating
 - ✓ SSP/SSIO Rating (SSP should be either “1” or “3”)
 - ✓ **FINAL RATING** (no **Error Messages**)
 - ✓ E-signatures & date (teacher & evaluator)
- Advise School/Office administrators to clear **Error Messages** for On-Cycle teachers
- Remind schools of **5/20** deadline to complete all ending conferences and **principals** to inform teachers rated Less than Effective
- Override *only* **On Cycle** teachers’ EES tracks if unable to complete the evaluation (ex. resignation, extended leave, etc.)

School/Office Administrators

- Run **Evaluation Forms – Single Row: SY2122_FINAL** ad hoc report in PDE³, check for the following for On-Cycle Teachers:
 - ✓ Observation(s)/Working Portfolio ratings
 - ✓ Core Professionalism rating
 - ✓ SSP/SSIO Rating (SSP should be either “1” or “3”)
 - ✓ **FINAL RATING** (no **error messages**)
 - ✓ E-signatures & date (teacher & evaluator)
- Clear **Error Messages** in the Final Rating field
- Schedule **final conferences** with teachers no later than **5/20**.
- Inform EES Lead of **On Cycle** teachers requiring their EES track to be overridden if unable to complete the evaluation (ex. resignation, extended leave, etc.)

- SSP will be rated as either a 3 (Effective/Satisfactory) or 1 (Ineffective/Unsatisfactory) for this school year.
- Lock all necessary components to generate a Final Rating **before** marking the Summary (Evaluator) “complete”
- All Off-Cycle track teachers finalize IPDP and Student Perception Survey reflection, as applicable
- **12-month teachers** should follow the **Green** Multi-track calendar located in Appendix D, as appropriate, and in agreement with their evaluator (EES Manual, p. 10)



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