Who’s On Cycle?

BU05 teachers who are:
- Non-tenured teachers at the start of SY23-24 (including emergency hires)
- Tenured teachers with the last SSN 1 or 3
- Any teacher with a No EES Rating or rated Less than Effective for SY22-23

Upcoming:
- 10/6/23
  - Beginning Conferences are completed
    - Evaluators & NCTs collaborate & agree on 5 components for WP
    - Evaluators share CP expectations
    - Teachers share IPDP with evaluators
- 10/27/23
  - Evaluators approve mid-term 1st Sem SSP/SSIO

SEPTEMBER 2023

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

9/1/23
- Evaluators may start scheduling Beginning Conferences for components (Observation, CP, WP, IPDP, SSP/SSIO, as applicable)

9/15/23
- Evaluators approve 1st Sem SSP/SSIO by
- 9/18-12/8: Teachers implement SSP/SSIO

9/22/23
- Evaluator-led PDPDP developed for teachers rated less than Effective in SY22-23 or on extended probation
eHR for HQ – Phase I

- eHR for HQ, also known as eHQ, will be used as the new electronic management system for EES

- School Officers ( Principals and VPs) may view the On- and Off- Cycle tracks for their teachers

eHR for HQ – Phase II (soon to be available!)

- Inputting dates and component ratings
- District/Complex Area/State Evaluators access EES in eHQ
- Teachers view their Evaluation Status for last and current school years

Complex Area EES Leads

- Conduct [EES Training for Teachers New to EES](#); keep sign-in attendance record. PDE3 may be used to also document attendance; (mark Grade & Registration Status as “Complete”) use the specific course number for your Complex Area [Complex Area PDE3 courses for EES Training](#)
- Review teachers’ EES On- and Off- Cycle tracks in eHQ

School/Office Administrators

- Allow all teachers the opportunity to view EES Orientation video; keep a copy of sign-in sheet
- Inform Complex Area EES Leads of teachers requiring EES Training
- Review teachers’ EES On- and Off- Cycle tracks in eHQ and notify EES Lead of any discrepancies
- Keep a record of Beginning Conferences to input into eHQ when available

Teachers

- View EES Orientation video
- Attend EES training if new to EES
- Prepare for Beginning Conferences (Observation/Working Portfolio, SSP/SSIO, IPDP, as applicable)

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