

**2026 - 2027 Teacher Keys Effectiveness System
(TKES) ALL TEACHERS
Clayton County Public Schools - Local Implementation Plan**

*All teachers who begin working after the first day of school must still have the pre-evaluative activities completed (orientation, self-assessment, GAPSC PLG/PLP, and preconference)

TKES	
Deadline	Task
August 21, 2026	All evaluators of teachers must complete TKES Recredentialing by this date. New evaluators of teachers have been provided information on registering for a virtual TKES Initial Training session.
Prior to preconference	- Each teacher should review and sign the <i>Evaluation Notification</i> and <i>CCPS Teacher Expectations</i> documents. Signed copies are maintained by school administrators. - Customize Profiles: - Role Selection: Assign the correct role to each educator - Assign Evaluator/Observer/View only: Make decisions- full or flex, goal or plan, begin PLP-R if applicable - Evaluators conduct 2026 - 2027 Orientation for ALL teachers and teachers must sign off - Evaluators review the Professional Growth Rating Rubric with teachers - Teachers shall complete their self-assessment - Teachers shall develop either one GaPSC PLG (for teachers on a Flex Plan) or a PLP (for teachers on a Full Plan) in the TLSDp
September 11, 2026	PEP List Submission #1 Submit to your Assistant Superintendent, HR Director, Staffing Analyst, HR Director for Data and Performance, and Data and Performance Analyst
September 18, 2026	Evaluators conduct TKES preconference (may be conducted individually or in a group) and teachers sign off in the TLSDp
October 9, 2026	Full Plan: Observation #1 (Walkthrough #1) *Ensure that orientation, self-assessment, PLGs/PLPs, and pre-evaluation are completed/developed prior to Observation #1
November 6, 2026	Full Plan: Observation #2 (Walkthrough #2)
November 13, 2026	Flexible Plan: Observation #1 (Walkthrough)
December 11, 2026	Full Plan: Observation #3 (conduct Formative observation #1 and complete formative assessment)
December 11, 2026	PEP List Submission #2 Submit to your Assistant Superintendent, HR Director, Staffing Analyst, HR Director for Data and Performance, and Data and Performance Analyst
January 22, 2027	Evaluators conduct mid-year conferences with all teachers *Evaluators complete mid-year progress determinations for GAPSC: PLGs (for teachers on a Flex Plan) and PLPs (For teachers on a Full Plan)

January 29, 2027	Full Plan: Observation #4 (Walkthrough #3)
January 25 – 29, 2027	PEP List Submission #3 – Submission deadline correlates with Winter PEP/Staffing/Allotment meetings. Submit to your Assistant Superintendent, HR Director, Staffing Analyst, HR Director for Data and Performance, and Data and Performance Analyst (Please email your list prior to your meeting). In order to attend the Winter PEP session, teachers must have been included on PEP List submissions.
February 26, 2027	Full Plan: Observation #5 (Walkthrough #4)
March 26, 2027	Full Plan: Observation #6 (conduct Formative observation #2 and complete formative assessment) Flexible Plan: Observation #2 (conduct Formative observation and complete formative assessment)
March 30, 2027	Evaluators should ensure that Professional Learning Plans – Remediation (PLP-Rs) have been closed out and that an end-of-year status has been entered for the PLP-R (if applicable).
April 23, 2027	Evaluators complete the following: • Complete summative assessment for all teachers • Conduct individual summative conferences for all teachers • Enter professional growth component rating • Complete end of year GAPSC requirements and ensure that the teacher has completed at least one GAPSC Reflection.

**2026 - 2027 Leader Keys Effectiveness System (LKES)
Clayton County Public Schools - Local Implementation
Plan**

****All leaders who begin working after the first day of school must still have the pre-evaluative activities completed (evaluator selection, orientation, self-assessment, GAPSC PLG/PLP, and preconference).**

LKES	
Deadline	Task
August 21, 2026	All evaluators of leaders must complete LKES Recredentialing by this date. New evaluators of leaders have been provided information on registering for a virtual LKES Initial Training session.
Prior to preconference	Each leader shall: • Conduct roster cleanup; deactivate staff members that are no longer at your school • Submit Change Form beginning August 3rd for teachers and contributing professionals who need a new or updated TLSDp account • Review and sign the <i>Evaluation Notification and Grievance Process</i> documents. Signed copies are maintained by the school administrators. • View the orientation video and signoff in the TLSDp • Select evaluator • Complete self-assessment • Develop either one GapSC PLG or a PLP
September 11, 2026	PEP List Submission #1 Submit to your Assistant Superintendent, HR Director, Staffing Analyst, HR Director for Performance Management, and Performance Management Analyst
September 18, 2026	Evaluators conduct preconference. The data from the self-assessment and GAPSC PLGs/PLPs should be reviewed during the preconference.
December 11, 2026	PEP List Submission #2 Submit to your Assistant Superintendent, HR Director, Staffing Analyst, HR Director for Performance Management, and Performance Management Analyst
January 22, 2027	Evaluators complete formative assessments and conduct mid-year conferences. Evaluators also complete mid-year progress determinations for GAPSC: PLGs and PLPs.
January 25 – 29, 2027	PEP List Submission #3 and Recommendations for Non-Renewal: Submission deadline correlates with PEP/Staffing/Allotment meetings Submit to your Assistant Superintendent, HR Director, Staffing Analyst, HR Director for Performance Management, and Performance Management Analyst (Please email your list prior to the day of your meeting) • Note: For PEP non-renewal recommendation, Leaders must be on a PLP-R

March 30, 2027	Evaluators should ensure that Professional Learning Plans – Remediation (PLP-Rs) have been closed out and that an end-of-year status has been entered for the PLP-R (if applicable).
April 23, 2027	Evaluators shall: • Complete end of year GAPSC requirements and ensure that the leader has completed at least one GAPSC Reflection • Conduct individual summative conferences • Complete summative assessment • Enter the School Climate Star Rating

**2026– 2027 Evaluations for Non-Instructional Staff
Clayton County Public Schools - Local Implementation
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Classified

Completion Date	Task	Notes
October 2, 2026 Do not submit to HR	Preconference	- Locally Developed Practices (LDPs) and the performance areas on the Classified Employee Evaluation Record must be reviewed at the preconference. Signatures/dates on the LDP are the record that the conference occurred. - Individual conferences should be conducted. - GAPSC PLGs/PLPs must be discussed and approved at the pre-conference for staff with GAPSC certificates. The certificated staff member will then enter the PLG/PLP into the TLSDp.
January 15, 2027 Do not submit to HR	Mid-Year Evaluation and Conference	- Complete and review the Classified Employee Evaluation Record. Be sure to denote Mid-Year at the top of the document. - Record and review staff member's Status as of Mid-Year Conference on the original copy of the LDP that you completed at the preconference. Initial and enter dates. - Evaluators complete mid-year progress determinations for GAPSC: PLGs and PLPs for staff with GAPSC certificates in the TLSDp.
May 3, 2027 Submit to HR	Summative Evaluation and Conference	- Complete and review the Classified Employee Evaluation Record. Be sure to denote Annual at the top of the document and identify the staff member's overall summative rating. The original will be submitted. The evaluator maintains a copy. - Record and review staff member's Status at Summative Conference on the original copy of the LDP that you completed at both the preconference and the mid-year conference. Initial and enter dates. <u>The original (complete) LDP</u> will be submitted. The evaluator maintains a copy. Submission details will be forwarded in a separate communication. - Evaluators complete end of year requirements for staff with GAPSC certificates and ensure that the educator has completed at least one GAPSC Reflection.

**2026– 2027 Evaluations for Non-Instructional Staff
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GLEI

Completion Date	Task	Notes
October 2, 2026 Do not submit to HR	Preconference	- Locally Developed Practices (LDPs) must be reviewed at the preconference. Signatures/dates on the LDP are the record that the conference occurred. Individual conferences should be conducted. - Confidential Procedural Record must be completed and reviewed at preconference. Evaluator maintains originals. - GAPSC PLGs/PLPs must be discussed and approved at the pre-conference for staff with GAPSC certificates. The certificated staff member will then enter the PLG/PLP into the TLSDp.
January 15, 2027 Do not submit to HR	Mid-Year Evaluation and Conference	- Record the date of the mid-year conference on the original copy of the Confidential Procedural Record that you maintained. • Record and review staff member's Status as of Mid-Year Conference on the original copy of the LDP that you completed at the preconference. Initial and enter dates. - Evaluators complete mid-year progress determinations for GAPSC: PLGs and PLPs for staff with GAPSC certificates (TLSDp).
May 2, 2027 Submit to HR	Summative Evaluation and Conference	- Complete and review the Annual Evaluation Summary Report. Submit original and maintain a copy. - Record and review staff member's Status at Summative Conference on the original copy of the LDP that you completed at the preconference and the midyear conference. Initial and enter dates. The original (complete) LDP will be submitted. The evaluator maintains a copy. Submission details will be forwarded in a separate communication. - Evaluators complete end of year requirements for staff with GAPSC certificates and ensure that the educator has completed at least one GAPSC Reflection (TLSDp).

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Counselor Keys Evaluation System (CKES)

Completion Date	Task	Notes
October 2, 2026 Do not submit to HR	Preconference	- Review and complete the CKES Annual Partnership Agreement. - GAPSC PLGs/PLPs must be discussed and approved at the pre-conference for staff with GAPSC certificates. The certificated staff member will then enter the PLG/PLP into the TLSDP.
January 15, 2027 Do not submit to HR	Mid-Year Evaluation and Conference	- Review any observations that have been completed to date. At least two of the three observations should be completed by mid-year. - Evaluators complete mid-year progress determinations for GAPSC: PLGs and PLPs for staff with GAPSC certificates (TLSDP).
May 7, 2027 Submit to HR	Summative Evaluation and Conference	- Prior to completing the CKES Evaluation Scale, ensure that all three observations have been completed. - Complete and review the CKES Evaluation Scale. Original will be submitted. The evaluator maintains a copy. Submission details will be forwarded in a separate communication. - Evaluators complete end of year requirements for staff with GAPSC certificates and ensure that the educator has completed at least one GAPSC Reflection (TLSDP).

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Georgia Media Specialist Evaluation Program (GMSEP)

Completion Date	Task	Notes
October 2, 2026 Do not submit to HR	Preconference	● Review the Georgia Media Specialist Duties and Responsibilities Instrument (GMSDRI) during the preconference. Signature/dates on the GMSDRI are the record that the conference occurred. ● Review the Interim Recordkeeping Form (Full or Flexible) depending on years of experience (full 0 – 3 years, formative more than 3 years). Signature/dates on the form are the record that the review occurred. ● GAPSC PLGs/PLPs must be discussed and approved at the pre-conference for staff with GAPSC certificates. The certificated staff member will then enter the PLG/PLP into the TLSDp.
January 15, 2027 Do not submit to HR	Mid-Year Evaluation and Conference	● Complete and review the Interim Recordkeeping Form (Full or Flexible) depending on years of experience (full 0 – 3 years, formative more than 3 years). Signature/dates on the form are the record that the review occurred. ● The same copy from the pre-conference should be used. ● Evaluators complete mid-year progress determinations for GAPSC: PLGs and PLPs for staff with GAPSC certificates (TLSDp).
May 7, 2027 Submit to HR	Summative Evaluation and Conference	● Complete and review the Georgia Media Specialist Evaluation Program: Annual Evaluation Summary Report. Original will be submitted. The evaluator maintains a copy. Submission details will be forwarded in a separate communication. ● Evaluators complete end of year requirements for staff with GAPSC certificates and ensure that the educator has completed at least one GAPSC Reflection (TLSDp).

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**Psychologists, Social Workers, and Special Education Related Support Services
(if evaluated on instruments other than GLEI)**

Completion Date	Task	Notes
October 2, 2026 Do not submit to HR	Preconference	• Review preconference documents associated with the evaluation instrument. • GAPSC PLGs/PLPs must be discussed and approved at the pre-conference for staff with GAPSC certificates. The certificated staff member will then enter the PLG/PLP into the TLSDp.
January 15, 2027 Do not submit to HR	Mid-Year Evaluation and Conference	• Complete and review mid-year (formative) evaluation documents associated with the evaluation instrument. • Evaluators complete mid-year progress determinations for GAPSC: PLGs and PLPs for staff with GAPSC certificates (TLSDp).
May 3, 2027 Submit to HR	Summative Evaluation and Conference	• Complete and review summative evaluation documents associated with the evaluation instrument. Original will be submitted. The evaluator maintains a copy. Submission details will be forwarded in a separate communication. • Evaluators complete end of year requirements for staff with GAPSC certificates and ensure that the educator has completed at least one GAPSC Reflection (TLSDp).