

**BROWARD COUNTY PUBLIC SCHOOLS
PERSONNEL EVALUATION PROCEDURES/TIMELINES
2012-2013**

ANNUALLY

- It is mandatory that supervisors complete an annual evaluation for every employee utilizing the appropriate evaluation instrument.
- Conduct orientation to criteria, instrument, procedures, and timeline. (An agenda and sign-in sheet are required.)

Employee Group	Orientation Deadline	Evaluation Instrument	Final Evaluation Deadline
Clerical/Confidential	September 28, 2012 (or upon employment)	SPPAS	May 1, 2013
Education Support Professionals (ESP)	September 28, 2012 (or upon employment)	SPPAS	May 31, 2013
School Food Service, Cafeteria Workers/ Managers, Bus Drivers/ Attendants and Other Personnel (186 day calendar)	September 28, 2012 (or upon employment)	SPPAS	Prior to the last day of the employee's calendar
Maintenance, Facilities, Campus Monitors, Security Specialists, Transportation, Other Non-Instructional (244 or 261 calendar)	September 28, 2012 (or upon employment)	SPPAS	June 28, 2013
Instructional	September 14, 2012 (or upon employment)	BrIDGES	September 30, 2013
Instructional - Probationary	September 14, 2012 (or upon employment)	BrIDGES	January 17, 2013* September 30, 2013
School-based Administrators	October 31, 2012 (or upon employment)	BASA	September 30, 2013
ESMAB/TSP	October 31, 2012 (or upon employment) TSP - within 3 weeks of employment	APPAS	June 28, 2013

EVALUATIONS

- Meet with staff members individually when giving him/her their evaluation.
- Complete the evaluation instrument by typing the information or by using a black or blue pen only. Do not use pencil or colored ink.
- All evaluations must be signed by the employee (or witness) and the supervisor.
- If an employee resigns, is on a leave of absence, and/or was removed from the campus, the supervising administrator must submit a memo to Personnel Records stating that the employee will not be receiving an evaluation for 2012-2013 because s/he has not been at the school/department since (date).
- If an employee was out sick or transferred to another location and not available to sign the evaluation, the supervisor should send the evaluation certified to the employee at his or her home address or the other location for signature. In lieu of a signed evaluation, an original certified document and return receipt may be submitted with an unsigned evaluation.
- An evaluation for Teachers, Principals and Assistant Principals may be amended if school scores are received within 90 days after the close of school F.S. 1012.34.
- For ESMAB/TSP:
 - Mid-Year APPAS Evaluations are optional and should be completed by January 31, 2013.
- For School-based Administrators:

(Cadre Directors will complete Assessment on Principals, Principals will complete Assessment on Assistant Principals):

 - School-based administrators submit BASA Self-Assessment to direct supervisor by September 7, 2012.
 - Supervisors hold BASA Evaluation Meeting with school-based administrator September 10, 2012 - October 5, 2012.
 - Supervisors discuss the BASA Evaluation at the Mid-Year meeting with each school-based administrator
January 17, 2013 – February 15, 2013.
 - School-based administrators send the BASA Post Self-Assessment to direct supervisor by May 17, 2013.
 - Supervisors share the BASA Leadership Practice Score with each school-based administrator May 28, 2013 - June 28, 2013.
 - Supervisors share the BASA Student Growth Score and Overall Evaluation Score with each school-based administrator by September 30, 2013.
- For Instructional Staff:
 - Last day to observe teachers using iObservation and put all datamarks in system (to include year-round schools) is May 10, 2013.
 - Administrators share the Instructional Practice Score with each teacher May 20, 2013 - June 7, 2013.
 - The Instructional Practice Scores account for 60% of the final evaluation, you must wait on the Student Growth results, which will account for the remaining 40% towards the final evaluation. **DO NOT SEND THE INSTRUCTIONAL PRACTICE SCORE TO PERSONNEL RECORDS.**
 - Administrators share the Student Growth Score and Overall Evaluation with each teacher by September 30, 2013.

PROBATIONARY TEACHERS

- Teachers hired during the 2012-2013 school year are probationary for the entire school year.
- Probationary teachers who complete the school year will receive two evaluations including two formal observations: one within the first semester (with a face-to-face pre-conference) and one within the second semester. One informal and one snap-shot observation must also be conducted, with a minimum of 45 datamarks. At least 25 datamarks must be coded within Domain 1.
 - If hired on/before November 15, 2012, the teacher will receive the first evaluation at the end of the first semester.
 - The administrator will print the document, sign the document, and hold the original at the school site, to be sent to Personnel Records by September 30, 2013 along with all other teacher evaluations.
 - If hired after November 15, 2012, the teacher will receive the first evaluation at the end of the year.
- Probationary teachers, hired last year (after 11/15/11), and renewed this year, will receive their 2nd evaluation on/before 11/15/12.
- Probationary teachers can resign or be released for “no cause” anytime during the 2012-2013 school year.
- Call your Evaluation Coordinator if you are considering releasing a probationary teacher.

PARENTAL INPUT

- Parents must be notified on/before September 20, 2012, of their right to provide input into the instructional/administrative employee performance evaluations in accordance with F.S. 1012.34.
- Notify parents within 1st school newsletter by September 20, 2012, and keep a copy on file.

SEND EVALUATIONS TO PERSONNEL RECORDS

- Supervising administrator must print an Employee List from BI Reports and ensure that evaluations are completed for all employees by the required deadlines. The Employee List Report must be signed at the bottom by the supervisor verifying that an evaluation or memo has been completed for each employee.
- All Non-Instructional Evaluations (school and district) are due to Personnel Records by July 30, 2013.
- All Instructional and School-Based Administrator Evaluations are due to Personnel Records by September 30, 2013.
- If a supervisor fails to submit the completed evaluations/documents and Employee List by the above deadlines, the Personnel Records Department will notify the appropriate Senior Leadership Team member.
- Supervising administrator sends all completed annual evaluations (originals only) to Personnel Records.

The timeline is subject to change as a result of the Student Success Act legislation and anticipated policy changes.

Questions: Instructional – Evaluation Coordinator
Personnel Records – Lula Taylor or Sharon McGhie (754) 321-013

Revised: 8/5/12