

**BROWARD COUNTY PUBLIC SCHOOLS
PERSONNEL EVALUATION PROCEDURES & TIMELINES
2017-2018**

ANNUALLY

- It is mandatory that supervisors complete an annual evaluation and/or memorandum for every employee utilizing the appropriate evaluation instrument.
 - *Non-Instructional employees, evaluated through SPPAS, must work at least one day more than half their work calendar to receive an evaluation based on his/her current position at the time the evaluation is completed. Those that work less receive a memorandum to their personnel file stating no final evaluation.*
 - *Instructional, administrative and supervisory positions, evaluated through BrIDGES, BASA, DASA and APPAS, will receive an evaluation based on his/her current position at the time the evaluation is completed.*
- Conduct orientation to criteria, instrument, procedures, and timeline. An agenda and sign-in sheet are required. (These documents remain at the work location.)

COMPLETION OF EVALUATIONS

- Meet with staff members individually when completing the employee's evaluation.
- All evaluations must be signed by the employee (or witness) and the supervisor.
- If an employee is out on a leave or reassigned to an alternate location at the time the evaluation is completed, the supervisor may send the evaluation via certified mail/return receipt to the employee at his/her home address or may complete a Special Circumstances memorandum to be sent to Personnel Records.
- If an employee has transferred to another location, the current supervisor will complete the evaluation based on the employee's current position. The new supervisor may contact the former supervisor for input into the evaluation.
- Complete the evaluation instrument by typing the information or by using a black/blue pen only. Do not use pencil or colored ink.
- **District-Based Employees/TSP (Technical Support Professional):**
 - TSP employees are evaluated using the Administrator Performance Planning and Appraisal System (APPAS).
 - Mid-Year APPAS Evaluations are optional, should be completed by January 12, 2018, original sent to Personnel Records.
- **District-Based Administrators/ESMAB (Educational Support Management Association of Broward):**
 - ESMAB employees are evaluated using the District Assessment System for Administrators (DASA).
 - Administrators submit DASA Self-Assessment to direct supervisor by ~~September 8, 2017~~, **September 22, 2017**.
 - Supervisors hold DASA Evaluation Meeting with administrator ~~September 11 – October 13, 2017~~, **September 25–October 31, 2017**.
 - Supervisors discuss the DASA Evaluation at the Mid-Year meeting with each administrator, January 16 - February 16, 2018.
 - By May 4, 2018, if applicable, the evaluatee identifies any indicators that may have been improved upon since the Mid-Year Evaluation. Evaluatee submits the suggested changes to the evaluator.
 - Supervisors share the DASA Core Practice Score with each administrator, May 30 - June 29, 2018. The Core Practice Scores account for one portion of the final evaluation, the supervisor must wait on the Student Growth results for the final evaluation.
 - DO NOT SEND the Core Practice Scores to Personnel Records.
 - Supervisors share the DASA Student Growth Score and Overall Evaluation Score with each administrator in the Fall of 2018.
- **School-Based Administrators/BPAA (Broward Principals and Assistants Association):**
(Cadre Directors will complete Assessment for Principals; Principals will complete for Assistant Principals):
 - BPAA employees are evaluated using the Broward Assessment for School Administrators (BASA).
 - School-based administrators submit BASA Self-Assessment to direct supervisor by ~~September 8, 2017~~, **September 22, 2017**.
 - Supervisors hold BASA Evaluation Meeting with school-based administrator ~~September 11 – October 13, 2017~~, **September 25–October 31, 2017**.
 - Supervisors discuss the BASA Evaluation at the Mid-Year meeting with each school-based administrator, January 16 - February 16, 2018.
 - By May 14, 2018, if applicable, the evaluatee identifies any indicators that may have been improved upon since the Mid-Year Evaluation. Evaluatee submits the suggested changes to the evaluator.
 - Supervisors share the BASA Leadership Practice Score with each school-based administrator, Directors with Principals June 1 – August 31, 2018, and Principals with Assistant Principals June 1 – August 31, 2018. The Leadership Practice Scores account for one portion of the final evaluation, the supervisor must wait on the Student Growth results for the final evaluation.
 - DO NOT SEND the Leadership Practice Scores to Personnel Records.
 - Supervisors share the BASA Student Growth Score and Overall Evaluation Score with each school-based administrator in the Fall of 2018.
- **Instructional Staff - Classroom and Non-Classroom Teachers/BTU (Broward Teachers Union):**
 - Instructional Staff are evaluated using the Broward Instructional Development and Growth Evaluation System (BrIDGES).
 - Last day to observe teachers using iObservation and put all datamarks in system (to include year-round schools) is May 11, 2018.
 - Administrators share the Instructional Practice Score with each teacher May 21 - June 6, 2018. The Instructional Practice Scores account for one portion of the final evaluation, the supervisor must wait on the Student Growth results for the final evaluation.
 - DO NOT SEND the Instructional Practice Scores to Personnel Records.
 - Administrators share the Student Growth Score and Overall Evaluation with each teacher in the Fall of 2018.

PROBATIONARY TEACHERS

- Teachers are probationary for one calendar year of hire date.
- Probationary teachers will receive two evaluations within their first year:
 - Probationary classroom teachers receive two formal observations, one within the first semester and one within the second semester.
 - Probationary non-classroom teachers receive two meetings, one formal observation/one meeting, or two formal observations; one within the first semester and one within the second semester.
- Probationary Release:
 - Probationary teachers can resign or be released per statute anytime within their first calendar year of being hired.
 - Call your Evaluation Coordinator if you are considering releasing a probationary teacher.
- Probationary Evaluation Dates:
 - If hired last school year, **after November 15, 2016 and renewed for 2017-2018**, the teacher must receive their 2nd evaluation on/before November 15, 2017.
 - Conduct a formal observation prior to November 15, 2017.
 - 2nd evaluation generated on November 21, 2017.
 - Administrator receives PDF evaluation on November 21, 2017.
 - Administrator prints the document(s), sign the document(s), retain a copy for the work site and send the original(s) to Personnel Records by November 30, 2017.
 - If hired **on/before November 15, 2017**, the teacher will receive the 1st evaluation at the end of the first semester (1/8/18).
 - Conduct a formal observation prior to December 22, 2017.
 - 1st evaluation generated on January 16, 2018. Administrator receives PDF evaluation on January 16, 2018.
 - Administrator prints the document(s), sign the document(s), retain a copy for the work site and send the original(s) to Personnel Records by January 31, 2018.
 - The teacher will receive the 2nd evaluation at the end of the year, the same as all non-probationary teachers.
 - If hired **after November 15, 2017**, the teacher will receive the 1st evaluation at the end of the year, the same as all non-probationary teachers.

PARENTAL INPUT FOR INSTRUCTIONAL AND SCHOOL-BASED ADMINISTRATOR EVALUATIONS

- In accordance with Florida Statute 1012.34, parents must be notified of their right to provide input into the instructional/administrative employee performance evaluations.
- Notify parents within the 1st school newsletter or post on the school's website by September 15, 2017. Keep a copy of notification on file.

EVALUATION TIMELINE

Employee Group	Orientation Deadline	Evaluation Instrument	Final Evaluation Deadline	Evaluation Due to Personnel Records
Non-Instructional Clerical/Confidential (COPA)	September 29, 2017 (or upon employment)	SPPAS	May 1, 2018	July 31, 2018
Non-Instructional Education Support Professionals (BTU-ESP)	September 29, 2017 (or upon employment)	SPPAS	May 31, 2018 One week prior to the end of the school year	July 31, 2018
Non-Instructional School Food Service, Cafeteria Workers/ Managers, Bus Drivers/ Attendants and Other Personnel (186-day calendar) (FOPE)	September 29, 2017 (or upon employment)	SPPAS	Prior to the last day of the employee's calendar	July 31, 2018
Non-Instructional Maintenance, Facilities, Campus Monitors, Security Specialists, Transportation, Other Non-Instructional (244 or 261 calendar) (FOPE)	September 29, 2017 (or upon employment)	SPPAS	June 30, 2018	July 31, 2018
Instructional (BTU)	September 15, 2017 (or upon employment)	BrIDGES	As per notifications from Employee Evaluations Department	As per notifications from Employee Evaluations Department
Instructional Probationary (BTU) (*Initial Evaluation)	September 15, 2017 (or upon employment)	BrIDGES	*January 16, 2018 As per notifications from Employee Evaluations Department	As per notifications from Employee Evaluations Department
Administrative School-based Administrators (BPAA)	October 30, 2017 (or upon employment)	BASA	As per notifications from Employee Evaluations Department	As per notifications from Employee Evaluations Department
Administrative District-based Administrators (ESMAB)	October 30, 2017 (or upon employment)	DASA	As per notifications from Employee Evaluations Department	As per notifications from Employee Evaluations Department
Administrative Technical Support Professional (BTU-TSP)	October 30, 2017 (or within 3 weeks of employment)	APPAS	June 30, 2018	July 31, 2018

This timeline is subject to change because of legislative, policy and/or bargaining agreement modifications.

Questions: Contact the Employee Evaluations Department (754) 321-5067