

2011-2012 IPEGS Summative Performance Evaluation (SPE) Procedures

PROFESSIONAL DEVELOPMENT PERFORMANCE EVALUATION

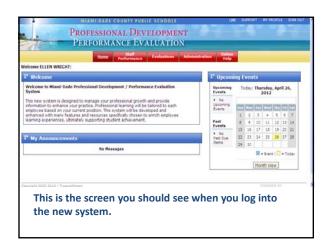
New end-of-year Summative Performance Evaluation Procedures for 2011-2012 only:

- Complete the <u>paper IPEGS</u> Summative Performance Evaluation (SPE) forms for standards 2-8 or 2-7
- 2. Conduct SPE meetings to capture manual signatures/dates and Provisional Recommendations
- 3. Send signed hard-copy Summative Performance Evaluation forms to Human Resources (HR)
- 4. Input performance ratings into the new online system
- 5. Verify final performance rating when the Value-Added Model (VAM) data is input into new system, sign electronically and transmit electronic forms to HR

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To access the new SPE system:

- Log onto the Employee Portal
- Go to the Applications/Sites tab
- Click on "Professional Development (Coming January 2013)/Performance Evaluation System (Active now)"
- The SPE system will open in a new window inside the portal





PROF	mi-dade county public schools ressional Development rormance Evaluation
Important IPEGS SPE Dates:	
May 3-11, 2012	Principals verify access to new system link under Applications/Sites tab
	Check staff roster and assign AAAA access to designated administrators
May 7 - June 1, 2012	Complete Summative Performance Evaluation (SPE) forms manually and conduct all SPE meetings
June 1 - 12, 2012	Input all Performance Ratings into on-line system
June 15, 2012	Submit hard-copy of SPEs with Provisional Recommendations to HR
Mid - August 2012	Verification of VAM data loaded into PS 1 and electronic sign-off and transmittal of IPEGS Final Unified Summative Ratings (USR) to HR

	PROFESSIONAL DEVELOPMENT
*	Performance Evaluation
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