

MIAMI-DADE COUNTY PUBLIC SCHOOLS

**PROFESSIONAL DEVELOPMENT
PERFORMANCE EVALUATION**

**2011-2012
IPEGS Summative Performance
Evaluation (SPE) Procedures**

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

1. Complete the paper IPEGS 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

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