

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

Welcome ELLEN WRIGHT:

Welcome

Welcome to Miami-Dade Professional Development / Performance Evaluation System.

This new system is designed to manage your professional growth and provide information to enhance your practice. Professional learning will be tailored to each employee based on your current position. This system will be developed and enhanced with many features and resources specifically chosen to enrich employee learning experiences, ultimately supporting student achievement.

My Announcements

No Messages

Upcoming Events

Today: **Thursday, April 26, 2012**

Upcoming Events

- No Upcoming Events

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

All Events Today

Month View

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This is the screen you should see when you log into the new system.

2011-2012 Summative will be completed in three phases:

Phase 1: May 7-June 1, 2012

- ✓ Professional Practices (PS 2-8 or PS 2-7) rated by Principal
- ✓ IPEGS Summative meeting held and Provisional Recommendation for Continued Employment manually signed by Assessor, Professional, and Principal

Phase 2: June 1 - June 12, 2012

- ✓ Input individual ratings for each performance standard into online system

Phase 3: July 30 - Mid-August 2012

- ✓ Performance Standard 1: Learner Progress populated in the online system automatically
- ✓ Unified Summative Rating Verified and Approved by the Principal (notification will be sent)
- ✓ Principal electronically signs and transmits to HR

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

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