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DCSAA
DADE COUNTY SCHOOL ADMINISTRATORS'
ASSOCIATION

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EVALUATION PROCEDURES

The following procedures are set forth in the contract between M-DCPS and the Dade County School Administrators' Association (DCSAA).

UNACCEPTABLE PERFORMANCE

Performance not exhibiting the specific number of indicators for each component of the Job Performance Competencies (Category I), and/or that has not satisfactorily met the overall Job Targets with "progress has been demonstrated" shall result in a rating of *Unacceptable* and shall require a Professional Improvement Plan.

An overall rating of *Unacceptable* shall require a written Professional Improvement Plan specifying the manner in which performance in deficient categories will be improved. An unacceptable rating, determined by the mid-year Progress Conference, may result in appropriate employment action(s), which may include a recommendation for non-reappointment.

Employees who receive an unacceptable rating on the year-end evaluation and are reappointed are not eligible in the subsequent school year to apply for transfers or promotions. Further, they are not eligible for any salary improvements until an acceptable performance level, as required by the Professional Improvement Plan, is attained.

REQUIRED ACTIONS - PLANNING PHASE

- a. The employee shall complete the Planning Form (FM-5944) for the year.
- b. A conference shall be scheduled between the employee and the evaluator.
- c. The job description, responsibilities and possible desirable professional growth activities of the employee shall be reviewed by the evaluator.
- d. Mutual agreement shall be reached on:
 1. individual job targets of the employee that are not part of the job description for the position;
 2. activities which shall provide evidence of progress and/or accomplishment; and
 3. dates of projected completion of job targets.
- e. Resources available and/or needed to reach the job targets shall be identified.

- f. Copies of the completed Planning Form shall be made available to:
1. the evaluator;
 2. the employee; and
 3. the reviewer (evaluator's supervising employee).

REQUIRED ACTIONS - PROGRESS PHASE

- a. One or more progress conferences shall be conducted between the evaluator and the employee. Each conference shall:
1. be a confidential meeting within a dedicated timeframe;
 2. take place during normal working hours; and
 3. be a data source for the evaluation phase of the cycle.
- b. The progress conference shall be documented by the completion of the Progress Form (FM-5943) by the evaluator. The completed form shall be discussed with the reviewer in advance of the progress conference. Subsequent to the conference, the form shall be signed and dated by the employee, evaluator, and reviewer.
- c. The employee may wish to provide the evaluator with a written summary of major accomplishments to date. These may be listed on the Planning Form next to each job target.
- d. The evaluator shall schedule sufficient contact with the employee in his/her working situation to:
1. gain needed firsthand information to assess the employee's competencies and performance;
 2. gather evidence and documentation to support judgment of effectiveness; and
 3. provide appropriate assistance and training.
- e. If the employee is rated Unacceptable overall, the evaluator shall indicate such rating on the Progress Form and attach documentation to support the rating.

Additionally, a Professional Improvement Plan (FM-5940), with the tasks and timelines necessary for the employee to meet acceptable performance standards or competencies, and dates for review of progress not to exceed 90 days, shall be provided to the employee.

There shall be periodic monitoring of progress made under the Professional Improvement Plan.

Those tasks successfully accomplished shall be dated and signed by the evaluator upon presentation and request by the employee.

- a. The Progress Form and the Professional Improvement Plan must then be signed and dated by the employee, the evaluator, and the reviewer. The employee's signature represents receipt, not concurrence.
- b. The employee shall have the right to append a progress report within 10 working days of the conference.
- c. The appendage shall be provided to the evaluator and the reviewer and shall be attached to the Progress Form.

EVALUATION PHASE

The final phase in the cycle is the EVALUATION PHASE. This phase involves a comprehensive review of performance related to the Job Performance Competencies and Performance Related to Job Targets. This phase involves the completion of the Evaluation Form (FM-5942) and, if applicable, the Professional Improvement Plan Form. The Evaluation Phase completes the evaluation cycle for the current year.

Employees, whose performance is rated as acceptable, as evidenced on the year-end evaluation, are eligible for salary increases in accordance with the provisions of the collective bargaining agreement.

Employees whose performance is rated as unacceptable on the year-end evaluation, and are reappointed, are not eligible in the subsequent school year to apply for transfers or promotions. These employees are also not eligible for any salary improvements until an acceptable performance level is attained, as set forth in the Professional Improvement Plan.

Employees leaving a work location before the end of the school year for any reason shall be evaluated in accordance with the procedures set forth for the EVALUATION PHASE. Completed Evaluation Forms are to be sent to Human Resources within two weeks of the employee's departure from the work location.

REQUIRED FORMS AND TIMELINES

REQUIRED FORMS	TIMELINE
<p>PLANNING PHASE for all administrators</p>	<p>Commencing no later than June 30 of the closing year, and in conjunction with the End-of-Year Evaluation Conference. (An amended plan may be developed on or before September 15)</p>
<p>PLANNING FORM for completion</p> <p>EVALUATION FORM from previous year for reference</p>	<ul style="list-style-type: none"> • Planning conference(s) between assessor and employee will be conducted. • A written plan will be developed using the Planning Form of the Performance Planning and Evaluation System. • Subsequent formal Progress Conferences(s) shall occur at the discretion of the evaluator according to the performance of the employee. • The Progress Form and the Evaluation Form shall be discussed with the reviewer in advance of the Progress and Evaluation Conferences.
<p>Employees not on the regular schedule of planning and evaluation activities because of assignment to a new work location during the year shall be scheduled for a conference within two months of their initial planning conference to review performance to date.</p>	

PROGRESS PHASE	By January 31
<p>PROGRESS FORM for completion</p> <p>PLANNING FORM for reference and updating</p> <p>PROFESSIONAL IMPROVEMENT PLAN</p>	<ul style="list-style-type: none"> • A mid-year Progress Conference shall be held with every employee. Copies of this completed Progress Form are to be filed in the evaluator's and employee's offices. • For each employee whose overall performance rating is Unacceptable, a written Professional Improvement Plan shall be provided. This plan shall specify timelines and activities, which address the designated performance standards and/or competencies to be improved. A copy of the Progress Form and the Professional Improvement Plan Form shall be forwarded to the Office of Professional Standards. • Any employee whose official performance rating is Unacceptable shall be notified of the possible recommendation for non-reappointment if unsatisfactory performance continues.
	By April 15:
	<ul style="list-style-type: none"> • A Progress Form shall be completed and filed in the Office of Professional Standards for non-school site employees being recommended for non-reappointment who have been on a professional improvement plan. • Evaluation of performance shall continue for the balance of the contract year.
<p>Employees not on the regular schedule of planning and evaluation activities because of assignment to a new work location during the year shall be scheduled for a conference within two months of their initial planning conference to review performance to date.</p>	

EVALUATION PHASE	By June 30
EVALUATION FORM for completion	An End-of-Year Evaluation Conference shall be conducted with the employee.
PLANNING FORM from current year-for reference	Evaluation forms for all employees shall be completed and filed in Human Resources and in the office of the reviewer, evaluator, and employee.
CHECKLIST for Non- School Employee's Evaluation Form	An initial Planning Form for the upcoming year shall be developed as part of the End-of-Year Evaluation procedure. (See Planning Phase timeline)



**MIAMI-DADE COUNTY PUBLIC SCHOOLS
PERFORMANCE PLANNING AND EVALUATION
PROFESSIONAL AND TECHNICAL PERSONNEL
PROFESSIONAL IMPROVEMENT PLAN**

EMPLOYEE'S NAME _____ AREAS TO BE STRENGTHENED	WORK LOCATION _____ ACTION PLAN	TIMELINE
SAMPLE		
RECOMMENDED RESOURCES		
Employee _____ Print _____ Signature _____ Date _____ Evaluator _____ Print _____ Signature _____ Date _____ Reviewer _____ Print _____ Signature _____ Date _____		

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