

SUPPORT PERFORMANCE MANAGEMENT TIME-LINE

2019 - 2020

September 2019	KEY ACTIONS	KEY DATES
School Support Employee Evaluations Beginning of the Year Conversations are started		BEGIN Tuesday, 9/3
School Support Employee Evaluations Beginning of the Year Conversations are completed Beginning of the Year Conversation Worksheet Due to Human Resources by 4:00 P.M.		DEADLINE: Monday, 9/30 4:00 P.M
Between October 2019 – February 2020	Observations and Feedback should be ongoing during this time to provide specific evidence when rating the Support Employees during the End of the Year Evaluations	
February 2020	KEY ACTIONS	KEY DATES
Begin completing Principal Feedback Form for all Itinerant Employees that service your building		BEGIN Friday, 2/21
March 2020	KEY ACTIONS	KEY DATES
Completing the Principal Feedback Form for all Itinerant Employees that service your building Email completed forms to jacqueline.roche@jpschools.org		DEADLINE: Friday, 3/27 4:00 P.M.
May 2020	KEY ACTIONS	KEY DATES
School Support Employee End of Year Evaluation period is opened School Support Employee End of Year Evaluation Cover sheets sent to Principals and Supervisors		BEGIN Friday, 5/1
May 2020	KEY ACTIONS	KEY DATES
School Support Employee End of Year Evaluations are completed for all support employees End of Year Evaluations and coversheets are due to Support Performance, Human Resources by 4:00 P.M.		DEADLINE Friday, 5/29 4:00 P.M.