

## SUPPORT PERFORMANCE MANAGEMENT TIME-LINE

### SCHOOL SUPPORT EMPLOYEE EVALUATION TIME-LINE

**2021 - 2022**

September 2021	KEY ACTIONS	KEY DATES
School Support Employee Evaluations Beginning of the Year Conversations are started		<b>BEGIN</b> <b>Monday,</b> <b>10/18</b>
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. Return to Jacqueline Roche at <a href="mailto:jacqueline.roche@jpschools.org">jacqueline.roche@jpschools.org</a>		<b>DEADLINE:</b> <b>Friday, 11/19</b> <b>4:00 P.M</b>
<b>Between October 2021 – February 2022</b>	<b>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</b>	
May 2022	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		<b>BEGIN</b> <b>Monday, 5/2</b>
May 2022	KEY ACTIONS	KEY DATES
School Support Employee End of Year Evaluations are completed for all support employees		<b>DEADLINE:</b> <b>Tier 1 Schools</b> <b>Friday, 5/27</b>  <b>Tier 2 Schools</b> <b>Friday, 6/3</b>
End of Year Evaluations and coversheets are due to Support Performance, Human Resources by 4:00 P.M. Return to Jacqueline Roche at <a href="mailto:jacqueline.roche@jpschools.org">jacqueline.roche@jpschools.org</a>		<b>Tier 3 Schools</b> <b>Friday, 6/10</b>

### TIME-LINE FOR PRINCIPAL FEEDBACK FORM FOR ITINERANT EMPLOYEES

February 2022	KEY ACTIONS	KEY DATES
Begin completing Principal Feedback Form for all Itinerant Employees that service your building		<b>BEGIN</b> <b>Friday,</b> <b>2/25</b>
March 2022	KEY ACTIONS	KEY DATES
Complete the Principal Feedback Form for all Itinerant Employees that service your building and return to Human Resources.  Email completed forms to <a href="mailto:jacqueline.roche@jpschools.org">jacqueline.roche@jpschools.org</a>		<b>DEADLINE:</b> <b>Friday,</b> <b>3/25</b> <b>4:00 P.M.</b>