

Escambia Support Personnel Evaluation (ESPE) Timeline 2024 – 2025 Academic Year

ON OR BEFORE:

November 8, 2024	<p>Orientation of Educational Support Personnel Evaluation including:</p> <ul style="list-style-type: none"> ● Review of 4 Domains ● Review of Components within the Domains ● Review Standards of Behavior ● Expectations of the Evaluator ● Timeline dates and responsibilities ● Tag employee to the evaluator
February 3, 2025	<p>Review and rate in the Performance Matters System any components that have been a challenge for an employee in the first semester and offer ways to improve.</p> <ul style="list-style-type: none"> ● Ratings of Highly Effective and Effective may be entered at this time but are not required until the end of the second semester or by the end of the contract year. ● Completing an evaluation before the January deadline does not indicate that the evaluation is finalized.
10-Month Employees May 23, 2025	<p>Review and rate in the Performance Matters System all components, share, and finalize the evaluations. Conference with the employee on the outcomes and next steps. Both parties should electronically sign off.</p> <p>Signing off does not indicate that the employee agrees with the evaluation.</p>
11-Month Employees June 11, 2025 12-Month Employees June 30, 2025	<p>Review and rate in the Performance Matters System all components, share, and finalize the evaluations. Conference with the employee on the outcomes and next steps. Both parties should electronically sign off.</p> <p>Signing off does not indicate that the employee agrees with the evaluation.</p>
*Ratings	<p>Ratings can and should be entered into Performance Matters at or around the time of the action, behavior, or other issues that warrants a Needs Improvement or Unsatisfactory Rating. Evidence should be entered into the system explaining the issue(s) that led to the lowered rating. Strategies for Improvement should be provided to the employee when necessary.</p>

Contact Caroline Gray at cgray@ecsdfl.us for questions or clarifications concerning the ESPE timeline.