

FLORIDA DEPARTMENT OF EDUCATION



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MEMORANDUM

TO: District School Superintendents
District Race to the Top Contacts

FROM: Pam Stewart

DATE: June 15, 2012

SUBJECT: Non-classroom Instructional Personnel Evaluation Systems

Contact Information:

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DPS: 2012-98

The next phase for redevelopment of district performance evaluation systems for instructional personnel includes addressing non-classroom instructional personnel. As announced in DPS Memo 2012-64 dated April 20, 2012, a state model evaluation for non-classroom instructional personnel, specifically for Student Support Services Personnel (i.e., school counselors, school social workers, school psychologists, and school nurses) has been developed that aligns with current research-based best practices and professional standards. The model meets the requirements of the *Student Success Act* (Senate Bill 736, 2011), and reflects the functions, practices and responsibilities that positively impact student achievement, behavior, and health. Attached is *Florida's Student Services Personnel Evaluation Model and Guide* that each district may wish to adopt or adapt, or use as a guide in developing its own performance evaluation system for student services personnel. The evaluation framework was developed by the Student Support Services Project, University of South Florida, in collaboration with the Bureau of Exceptional Education and Student Services (BEES) which vetted the model with district and university stakeholders across Florida. This model evaluation system may also serve as a guide for other non-classroom instructional positions for which special evaluation procedures are necessary.

District systems for evaluation of non-classroom instructional personnel must be submitted for review and approval by the Department between July 1 and August 30, 2012. All district submissions (Race to the Top and non-Race to the Top districts) should be sent to Racetop@fldoe.org. The attached evaluation model is also posted on <http://www.fldoe.org/profdev/pa.asp>, along with a district checklist to accompany your evaluation

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CHANCELLOR OF PUBLIC SCHOOLS

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system. If you have any questions about the submission of the non-classroom instructional personnel evaluation system, please do not hesitate to contact staff within the Bureau of Educator Recruitment, Development and Retention for assistance: Eileen.McDaniel@fldoe.org (850) 245-0562 or John.Moore@fldoe.org (850) 245-0546.

PS/em

Attachments: Florida's Student Services Personnel Evaluation Model and Guide
Non-classroom Instructional Personnel Evaluation System Checklist