



Strategic Objective #4: High Performing Workforce

Recruit, retain, professionally develop and invest in a high performing workforce



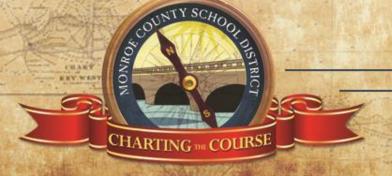
Strategic Objective Goal Area 4.3 High Performing Workforce

Goal

Evaluate all employees based on clearly defined job descriptions and functions.

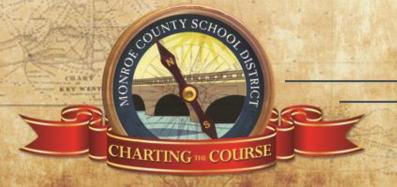
Metrics:

Monitor measurements and reporting of annual observations and evaluations for 90% of all employees based on clearly defined job descriptions, alignment with both State legislation and coding using a 4-tiered differentiation model (i.e. Highly Effective, Effective, Developing/Needs Improvement or Unsatisfactory) of effectiveness.



An **appeals process** is available to teachers for their 2014-15 PGP/Student Growth and Achievement rankings.

Those instructional staff members who wish to appeal should begin by compiling those documents and/or other support materials as presented during their 2014-2015 Summative Evaluation Reviews.





The review committee will be comprised of both UTM (2) and District (2) EPIC members only. This group will review the materials presented and make a final determination to either support a modification or sustain the evaluation ranking as originally received.



There are four (4) steps to follow during the appeals process.

- 1. Notification
- 2. Meeting for the Record
- 3. Materials re-compilation
- 4. Materials submission

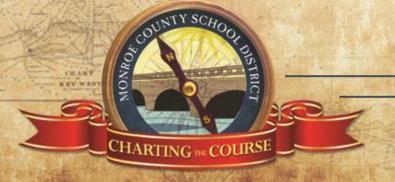




Step 1: Notification

Notify (via email) your Principal, the Executive Director of Assessment and Accountability and the Executive Director of Human Resources that you would like to file an appeal.

Requests for appeals must be received on or before March 15, 2016.



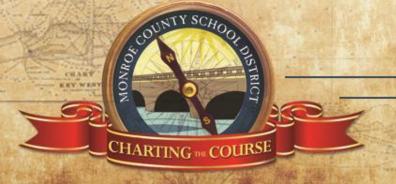
Step 2: Meeting For the Record

- As a part of the collaborative process, you may choose to meet with the Principal for the purposes of preparing the documents and/or materials to be submitted.
- MCSD recommends that you take advantage of this opportunity and be involved during this step.
- The organized documents and/or materials should be submitted to the department of Human Resources (Attn. Amy Flaherty).



Step 3: Materials re-compilation

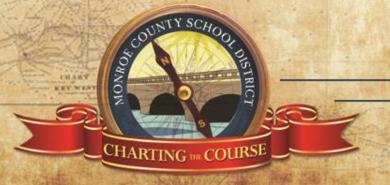
- All documents and/or materials once compiled should be sent to the Human Resources department.
- Be sure all packaging is securely packed to avoid material losses
- Items may be sent via pony, post marked, emailed or hand delivered.



Step 4: Submission of Materials and/or Documents

 The documents and/or materials must be received by April 1, 2016.

The Appeals committee will meet on April 7, 2016.



Should you have questions about this process you may contact:

Amy Flaherty at (305) 293-1400 ext: 53328

By email at:

Amy.Flaherty@KeysSchools.com

