



Specialized Service Provider Growth and Performance System Annual Planning Calendar 2018-19

Overview

To ensure every student at Denver Public Schools has access to effective educators who receive support in their professional growth, the Specialized Service Provider (SSP) growth and performance system will ensure that all SSPs receive meaningful feedback every year based on their performance. This system will allow for a holistic and comprehensive view of an SSP's practice to best support growth so we can reach our shared goals around student growth and achievement.

Before You Begin the End-of-Year Process

Before you enter [Infor HR](#) (formerly GHR), it is recommended that you take some time to reflect and collect any materials you may want to reference. SSPs have an opportunity to complete a self-appraisal to reflect on professional practice and student outcomes, and request feedback from 'other raters'. Evaluators of SSPs will complete a final appraisal (evaluation) for SSPs and host a conversation. Review the timeline below and feel free to use the list below to check off your steps. Access the user guides on [the Commons](#) for information on how to complete the appraisal process in [Infor HR](#).

The table below provides a timeline for all SSP Beginning-of-Year, Mid-Year and End-of-Year events. Items with a ★ are required and are the evaluator's responsibility to ensure completion.

DATE		EVENT	SYSTEM/TOOL TO USE
September-October	★	Beginning-of-Year Conversation (BoY) Window Conversations should focus on: <ul style="list-style-type: none"> • Defining expectations for effective performance • SSP strengths and growth areas • Determining two Student Learning Objectives (SLOs) • Collecting SLO baseline data 	Conversation Trackers Beginning-of-Year Conversations are not recorded in a DPS online tool. You can use whatever tool you prefer and track the data on your own. Role-specific trackers are available on the Commons .
October 31		SSPs Submit Two SLO Long-Term Goals to Evaluator for Approval	SLO Application
November 16	★	Evaluators Approve Two SLO Long-Term Goals for SSPs	SLO Application
November-December	★	Evaluators Conduct an Observation of SSPs	Whetstone Observation Tool

DATE		EVENT	SYSTEM/TOOL TO USE
		<ul style="list-style-type: none"> Observations differ by SSP role-type, so refer to the specific SSP framework to identify the observable behaviors. 	
January-February	★	Mid-Year Conversation Window Conversations should focus on: <ul style="list-style-type: none"> Feedback on first observation and professional practice using evidence from the SSP's framework SSP strengths and growth areas Analyzing student progress data on two SLOs 	Conversation Trackers Mid-Year Conversations are not recorded in a DPS online tool. You can use whatever tool you prefer and track the data on your own. Role-specific trackers are available on the Commons .
March-April	★	Evaluators Conduct an Observation of SSPs <ul style="list-style-type: none"> Observations differ by SSP role-type, so refer to the specific SSP framework to identify the observable behaviors. 	Whetstone Observation Tool
April 1		Infor HR Appraisal Opens for SSPs to Complete Self-Appraisal <ul style="list-style-type: none"> SSPs can invite additional raters to provide feedback 	Infor HR (formerly known as GHR)
April 8-May 17	★	End-of-Year Conversation Window Conversations should focus on: <ul style="list-style-type: none"> Professional practice overall ratings SSP strengths and growth areas Reviewing SLO data and finalizing two SLOs 	Conversation Trackers End-of-Year Conversations are not recorded in a DPS online tool. You can use whatever tool you prefer and track the data on your own. Role-specific trackers are available on the Commons .
May 31	★	Finalize SSP Appraisal in Infor HR Process includes: <ul style="list-style-type: none"> Finalizing two SLOs in the SLO application first Completing all expectation level ratings and overall rating in Infor HR and submitting to employee for acknowledgement 	Infor HR (formerly known as GHR) for the appraisal SLO Application for finalizing two SLOs