



SUPPORT PERFORMANCE MANAGEMENT TIMELINE

SCHOOL SUPPORT EMPLOYEE EVALUATION TIMELINE

2025 – 2026

September 2025	KEY ACTIONS	KEY DATES
School Support Employee Evaluations Beginning of the Year Conversations are started	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 jacqueline.roche@jpschools.org	BEGIN Monday, September 22
		DEADLINE: Friday, October 31 4:00 P.M.
Between November 2025 – March 2026	Observations and Feedback should be ongoing during this time to provide specific evidence when rating the Support Employees during End-of-Year Evaluations	
May 2026	KEY ACTIONS	KEY DATES
School Support Employee End-of-Year Evaluation period is open School Support Employee End-of-Year Evaluation Coversheet sent to Principals and Supervisors		BEGIN Monday, May 4
May 2026	KEY ACTIONS	KEY DATES
School Support Employee End-of-Year Evaluations are completed for all support employees End-of-Year Evaluations and Coversheet are due to Support Performance, Human Resources by 4:00 PM		DEADLINE Monday, May 18 4:00 P.M.

TIMELINE FOR PRINCIPAL FEEDBACK FORM FOR ITINERANT EMPLOYEES

February 2026	KEY ACTIONS	KEY DATES
Begin completing the Principal Feedback Form for all Itinerant Employees who service your building		BEGIN Monday, February 23
March 2026	KEY ACTIONS	KEY DATES
Complete the Principal Feedback Form for all Itinerant Employees who service your building and return it to Human Resources. Email completed forms to jacqueline.roche@jpschools.org		DEADLINE: Monday, March 23 4:00 P.M.