



COLLIER COUNTY PUBLIC SCHOOLS

Employee Evaluation Management

Introduction to Professional Growth (PG)

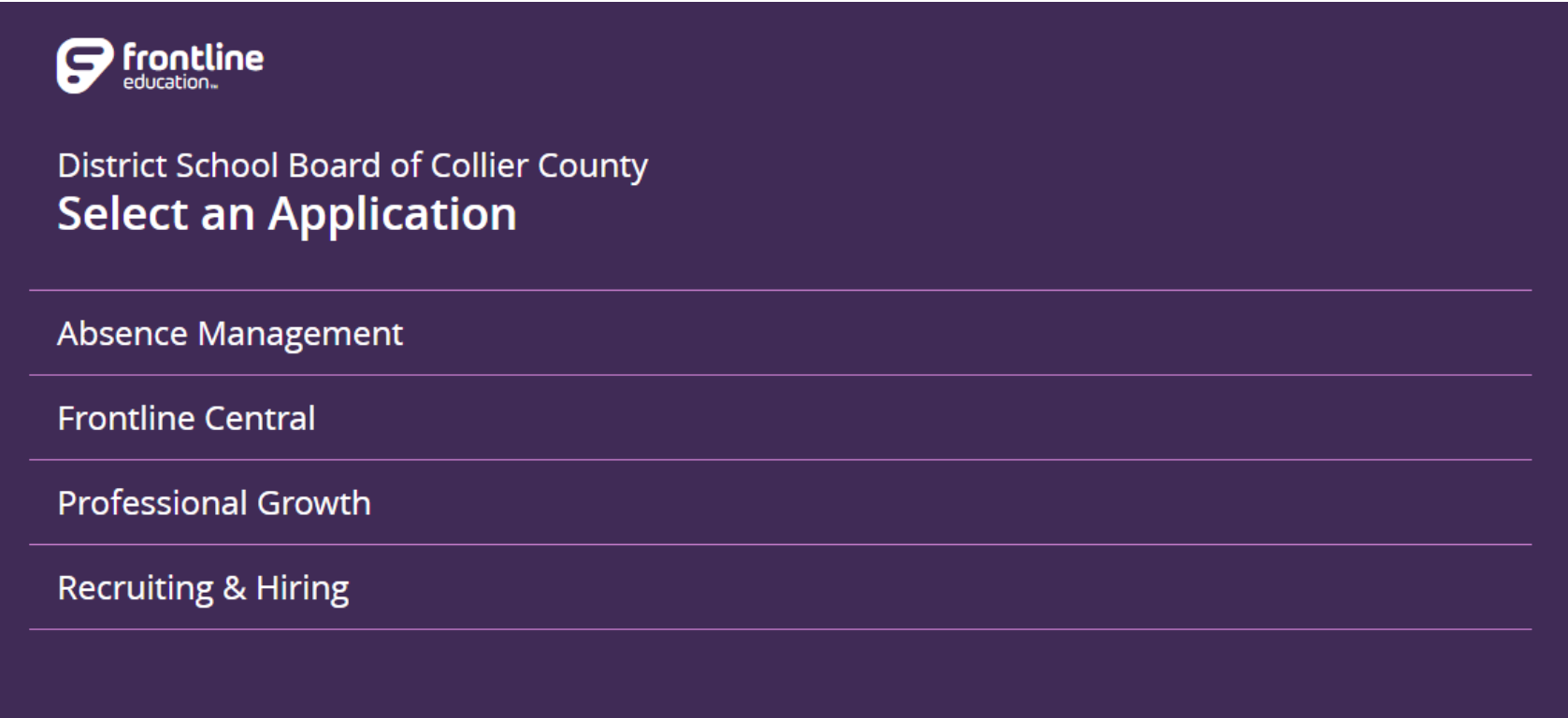
Yearly Review Process

- All EEM users will receive notification alerting them to begin the review/evaluation planning process – **August 15th**
- New 2024 - Specialist Goal Setting.
 - This is an opportunity for the employee to develop goals for their own evaluation.
- Through the system, employees and their Supervisors can work through the process of entering and submitting goals, the mid-year review, and the final evaluation.
- Principals/Supervisor are to finalize the Goal Setting process by **Friday, October 18th**
- Mid-year review due by – **Friday, February 28th**
- Final evaluations will be made available in the Spring.
- At the final assessment review meeting, evidence of goal completion will be provided so a final rating on the goal can be provided.
- Final evaluations/goal review must be completed at minimum, 30 days prior to the end of the employee's contract.
- 250 employees - must be completed by **June 30, 2025.**



Professional Growth

After logging into the Frontline app/tile, you will be prompted to select which solution you would like to access. Please select “Professional Growth.”



The screenshot shows a dark purple interface for the Frontline Education app. At the top left is the Frontline Education logo. Below it, the text "District School Board of Collier County" is displayed, followed by the heading "Select an Application". A list of four application options is shown, each with a horizontal line to its right: "Absence Management", "Frontline Central", "Professional Growth", and "Recruiting & Hiring".

frontline
education

District School Board of Collier County
Select an Application

Absence Management

Frontline Central

Professional Growth

Recruiting & Hiring



Navigation Menu

Once logged in, notice the icons on the left. Click the navigation at the top to minimize/expand the menu.

NAVIGATION

Insights

My Info

Learning Plan

Activity Catalogs

Activities

Forms

Administration

Configuration Tools

Reports

Evaluations

News and Info

- Getting Started in EEM for Evaluators

- Getting Started in EEM for Educators/Staff

My Requests - [REDACTED]

Actions	Activity Title	Start Date	End Date	FormName
Save as Draft (0 Record(s))				
-- no records --				
Wait List (0 Record(s))				
-- no records --				
Pending Prior Approval (0 Record(s))				
-- no records --				
Approved and/or In-Progress (1 Record(s))				
Manage	SY 25 Leadership Linkup	09/18/2024	04/23/2025	Registration Confirmation Form - District Based Sessions
Instructor Has Confirmed Attendance (0 Record(s))				
-- no records --				

***This is a person in your district: your view MAY NOT look exactly like this.



Left Navigable Icons:

- Insights (Homepage): Upcoming activities or tasks. Details your “Growth Journey.”
- My Info: relates to the completed activities that you have and links about you and your information.
- Learning Plan: the section where you can keep your eye on the status of any activities that you have enrolled in or been pre-registered for, also completed activities as well.
- Activity Catalogs: list of available professional learning opportunities available.
- Forms: place to find any forms related to Professional Learning
- Resource Library: this exploratory link will allow you to watch, read, etc. the online resources that BASD staff will have access-NO HOURS awarded in this area, only those registered for and completed through the “Activity Catalog” icon.

For those of you who are Admins, you will have more links/icons based on the task(s) you will be assisting with for the internal management of this PLM site.



Learning Plan – My Requests

Lists Professional Development Activities you have designed, registered for, or have already completed.

▼ My Proposals

Actions	Start Date	End Date	Activity Title	Status
Manage Archive	09/26/2024	09/30/2024	CCPS Central Training - EEM	APPROVED
Manage Archive	09/26/2024	09/30/2024	CCPS Central Training - EEM (Specialist, District OCAP only)	APPROVED

▼ My Requests - Darlyn Scott

Actions	Activity Title	Start Date	End Date	FormName
Save as Draft (0 Record(s))				
-- no records --				
Wait List (0 Record(s))				
-- no records --				
Pending Prior Approval (0 Record(s))				
-- no records --				
Approved and/or In-Progress (1 Record(s))				
Manage	SY 25 Leadership Linkup	09/18/2024	04/23/2025	Registration Confirmation Form - District Based Sessions
Instructor Has Confirmed Attendance (0 Record(s))				
-- no records --				
Awaiting Final Credit (1 Record(s))				
Manage	School Based Mentor Monthly Log Submitted 8/29/2024	08/29/2024	08/29/2024	School Based Mentor Monthly Log
Denied (0 Record(s))				
-- no records --				
Recently Completed (3 Record(s))				
Manage	CCPS Central Training - EEM (Specialist, District OCAP only)	09/26/2024	09/30/2024	Collier District/Site Catalog Proposal
Manage	CCPS Central Training - EEM	09/26/2024	09/30/2024	Collier District/Site Catalog Proposal
Manage	SAMPLE	09/02/2024	09/03/2024	Registration Confirmation Form - District Based Sessions

View My Portfolio

 for full list



Learning Plan – My Evaluations

Forms that are ready to complete and submit have a status of "awaiting form submission", as shown in the following image, within the "Action Required" area of the Learning Plan section.

My Evaluation - Darlyn Scott	
Scheduled Components	
None	
Action Required	
None	
In Progress	
Goal Setting - Goal Setting	
Status:	awaiting administrator acceptance
Submitted:	09/09/2024 11:56 AM EDT
Action:	View Goal Setting - Goal Setting
Complete	
None	

To access and complete a form, click the blue Action link under the form name. (The link will contain the form name.) Clicking the link displays the form in a separate tab.



Staff Evaluations – Process View



Process View provides Evaluators with access to all the users and functions needed to manage and complete educator evaluations.

Evaluation Administration - Process View					
Status: Any Status	Type: Any Type	Building: Any Building	Last Name:		
Name	Evaluation Type	Evaluation Period	Progress	Status	
Nieves Bachert, Tanja	Specialist & Technician Perm	08/15/2024-06/30/2025	0 of 2	In Progress	
Sabando, Teya	Specialist & Technician Perm	08/15/2024-06/30/2025	0 of 2	In Progress	
Tarr, Caitlin	Specialist & Technician Perm	08/15/2024-06/30/2025	0 of 2	In Progress	
Page 1 of 1					
Displaying users 1 - 3 of 3					

The top half of the Process View provides a list and evaluation status of all of the users available to the evaluator. Click the Evaluation Portfolio icon link to the right of an educator's name, to access their evaluation portfolio



Reviewing Staff Evaluations

The lower half of the Process View is populated by selecting an employee in the top half of the page. To locate staff, use the Last Name search or available filters (Status, Type, Building) to narrow your list. Once an educator is selected, the second section provides access to their forms and actions, which are grouped by component, or logical groups that separate the different steps in the evaluation process.

Evaluation Administration - Process View

Status: Any StatusType: Any TypeBuilding: Any BuildingLast Name:

Name	Evaluation Type	Evaluation Period	Progress	Status
Nieves Bachert, Tanja	Specialist & Technician Perm	08/15/2024-06/30/2025	0 of 2	In Progress
Sabando, Teya	Specialist & Technician Perm	08/15/2024-06/30/2025	0 of 2	In Progress
Tarr, Caitlin	Specialist & Technician Perm	08/15/2024-06/30/2025	0 of 2	In Progress

Page 1 of 1

Displaying users 1 - 3 of 3

Nieves Bachert, Tanja (Specialist II, Human Resources Specialist & Technician Perm)

Buildings: Dr. Martin Luther King, Jr. Administrative Center

Manage 0 instance components

Component Name	Progress	Status
Specialist/Technician Goal Setting	0 of 1	Incomplete
Specialist/Technician Assessment	0 of 1	Incomplete



Reviewing Staff Evaluations

To open a component, click the [+] sign at the front of a row. This will display all the forms associated with that component.

Evaluation Administration - Process View

Status: Any Status

Type: Any Type

Building: Any Building

Last Name:

Name	Evaluation Type	Evaluation Period	Progress	Status	
Admin, Samantha	Tenured Teacher	09/01/2024-07/01/2025	0 of 8	In Progress	
Brown, Lori	Tenured Teacher	08/01/2024-07/01/2025	0 of 7	In Progress	
Cuento, Chris	Non-Tenured Teacher	09/01/2024-07/01/2025	0 of 10	In Progress	
Ditzel, Claire	Onboarding	08/01/2024-06/01/2025	0 of 2	In Progress	
Elementary, Teacher	New Teacher updated	09/01/2024-07/01/2025	0 of 2	In Progress	

Page 1 of 1

Displaying users 1 - 22 of 22

Ditzel,Claire (Onboarding)

Building: Onboarding School

Manage 0 instance components

Component Name	Progress	Status				
Onboarding Self Assessment	0 of 1	In Progress				
Onboarding Announced Obsevation	0 of 1	Incomplete				



Reviewing Staff Evaluations Review

Click on the element to review – Goal Setting



CCPS
Collier County
Public Schools

Goal Setting

User Information

Name: Michael Sartorio (1000010715)

Building: Barron Collier High School

Grade: None

Assigned Administrator: Kinsley, Sean

Submitted By: Sartorio, Michael

Acknowledged By: N/A

Finalized By: N/A

Title: Coordinator, Activities

Department: Barron Collier High School

Evaluation Type: Administrative/Management

Evaluation Cycle: 08/15/2024 - 06/30/2025

Date Submitted: 09/04/2024 1:24 pm EDT

Date Acknowledged: Unacknowledged

Date Finalized : Unfinalized

Step 1: Goals

Date: 9/4/2024

Identify the 3 goals you will focus on this school year.

Goal 1:

Personal- Learning the frontline professional growth system.

By June 12, 2025, I will learn and utilize the Collier District Frontline Evaluation Model for my professional growth. To learn and utilize Frontline, I will attend all trainings on the new evaluation model, complete a self-evaluation by end of October, and participate in a minimum of two conferences with my supervisor to discuss feedback on leadership practice and annual goals by end of February.

Goal 1: Due Date

6/12/2025

Goal 2:

Personal Goal- School

By June 12, 2025- I will implement a training course through the Red Cross to increase additional layers of safety for our student athletes within the school and district. I will collaborate with Technology, Red Cross, MLK administrators, Athletic Trainers, and Coaches to implement a blended class CPR/AED/First Aide training class, as evidenced by the number of CPR/AED/First Aide red cross certifications.

Goal 2: Due Date

6/12/2025

Goal 3:

Personal Goal- School

By June 12, 2025, to continue implementing with rigor, a ticketless platform for sporting events within the school and district, I will collaborate with Technology, GoFan, District personnel, and Event workers to implement training for this platform as evidenced by the online ticket sales. This has already been implemented at BC, but I will need to continue to train my event workers, train myself as the technology and software updates, and communicate to the district fans on how to use the QR codes/ card readers/ apple pay at the doors. We are possibly looking at implementing GoFan in the concessions now as well.

Goal 3: Due Date

6/12/2025

Overall Due Date: 09/14/2024

Step 2: Ongoing Growth

Review the definitions of the "Elements" and then identify 1-3 Elements you would like to improve, develop or grow this year and create a plan to do so.

Elements

- Customer Focus - Personally demonstrates that external (or internal) customers are a high priority. Identifies customer needs and expectations and responds to them in a timely and effective manner. Anticipates and prevents delays or other things that can adversely affect the customer. Keeps customers informed about the status of pending actions and inquires about customer satisfaction with products or services.
- Education and Self Development - Makes it a practice to take charge of self-development by soliciting feedback, setting priorities, and then acquiring or strengthening skills and knowledge through coursework or other methods.
- Relationship Building/Networking - Builds rapport and develops alliances with a broad range of people. Adjusts communication style to meet the needs of individuals at various organizational levels and to meet the needs of clients. Forms alliances by demonstrating concern and respect for others, as well as by highlighting common interests and aspirations. Leave others feeling that he/she will be a trusted ally and is careful to act in ways that reinforce that trust over time.

Employee Comments:

Customer Focus- Focus on my students/ parents/ community members who make the BC athletic and activities program what it is.

Education and Self Development- AD conference for continuing education and working on my coursework to get the CAA certification.

Relationship Building/Networking- Building my rapport with a wide range of people from the students and into the community. Adjusting communication to certain individuals to highlight and reinforce trust.

Step 3: Way Forward

The "Way Forward" is a short narrative summarizing the future direction of job duties, behaviors, career goals, etc. Examples of information to include are: continue on the current path, move to plan B, learning/education plans, career goals, how to capitalize on your strengths.

Way Forward: Employee Comments

2024-2025 plan- Continue on the same path and continue to build this program and make it as successful as it can be. I want to make sure all of the kids here at BC have opportunity and the ability to participate and thrive at school. Extra curricular activities are so important for the youth and I think continuing to work hard, be present, and make sure the students are okay will keep me on the right path. I will need to continue to work on rapport with the students, parents, community members.

Print

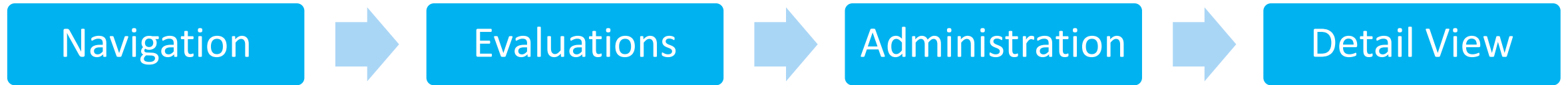
Comment

Edit Form

Finalize

COLLIER COUNTY PUBLIC SCHOOLS

Finalize Staff Evaluations



In the Detail view, locate the element in question and select the **Finalize or Route Element** icon. You will need to scroll to the far right of the element to see these options.

A "Finalize/Route" dialog box will appear. Choose **Finalize the Element**:

- Select this option to finalize the form. You can choose to notify the user by selecting the Notify User check-box, and if you do notify the user, they will receive an email alerting them of this action.



Reviewing Staff Evaluations - Icons

Take Action

Each icon is associated with actions the evaluator can take:

Icon	Action
	Evidence Collection Tool Take and align evidence for forms with rubrics, such as observations.
	Form Opens the form in a new tab.
	Calendar Schedule or reschedule a form.
	Finalize Finalize a form.



District Catalog/ Calendar



Use the search features to identify a particular activity. Once the activity is found, click the title to access the activity details screen.

To register for an activity, click the button on the right side of the screen.

- Request Approval button - The activity requires prior approval before enrollment.
- Sign Up Now button - The activity does not require prior approval. Clicking on the Sign Up Now button immediately processes the enrollment.
- Join the Wait List button - The activity is full, and there is a wait list.

District School Board of Collier County

Professional Development

Personal Calendar

☒ My Calendar

[+] Add Event

District Catalog

☒ District Catalog

☒ Online Learning Program

Calendar - District School Board of Collier County

<< Jun Jul Aug **Sep** Oct Nov Dec Jan Feb Mar Apr May Jun >>

Add Event | Search | Print

September 2024

DAY [MONTH] LIST

	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
week						September 1
week		2	3	4	5	6 7
week						8
week		9	10	11	12	13 14
week						15
week		16	17	18 9:30a-11:30a SY 25 Leadership Linkup	19	20 21
week						22
week		23	24	25	26 9:30a-11a CCPS Central Training - EEM 1:30p-2:30p CCPS Central Training - EEM	27 28
week						29



In Review

- Principals/Supervisor are to finalize the Goal Setting process by **Friday, October 18th**
- **Questions/ access/ troubleshooting should be sent to CCPSCentral@collierschools.com**

Questions????

