

**Fulton County Schools**  
**Performance Management System Timeline (2013-14)**

The following schedule of performance management activities will guide the performance assessment of personnel in Fulton County Schools.  
*(Please note, this information is accurate as of August 1, 2013, and is subject to change based on GaDOE directives)*

KEY DATES	SYSTEM	ACTIVITY	RESPONSIBLE
August 12 - August 31	TKES	Complete the following in order via TKES Platform: 1. Online Orientation 2. Self-Assessment	New Teachers
August 12 - August 31	TKES	Complete the following in order via TKES Platform: 1. Online Orientation 2. Self-Assessment	Returning Teachers <i>(Same school, Same job)</i>
October 1 - October 15	TKES	Complete the following in order via TKES Platform: 1. Online Orientation 2. Self-Assessment	Returning Teachers <i>(Different school or job - like an IST to classroom teacher)</i>
October 31	TKES	Pre-Conference (meeting with supervisor to set yearly goals); use the "Pre-conference" form in the TKES platform	Principals
January 31	TKES	Mid-Year/Formative Assessment (performance to date against goals and standards); teacher should have received two walk-throughs, one formative observation and one formative assessment); use the "Mid-Year Conference" form in the TKES platform	Principals
March 3 - March 28	TKES	Student Surveys	Principals
<b>May 15</b>	TKES	<b>Summative Assessment (final yearly assessment); teacher should have received, for the year, four walk-throughs, two formative observations and two formative assessments; use the "Summative Conference" form in the TKES platform</b>	Principals
August 12 - September 30	LKES	Complete the following in order via LKES Platform: 1. Online Orientation 2. Evaluator Selection 3. Self-Assessment 4. Performance Goal Setting	Principals and Assistant Principals
October 31	LKES	Pre-Conference (meeting with supervisor to set yearly goals); assistant principals meet with their principals and principals meet with their area superintendent; use the "Pre-conference" form in the LKES platform	Area Superintendents and Principals
January 31	LKES	Mid-Year/Formative Assessment (performance to date against goals and standards); assistant principals meet with their principals and principals meet with their area superintendent; use the "Mid-Year Conference" form in the LKES platform	Area Superintendents and Principals
March 3 - March 28	LKES	Climate Surveys (all certified and classified staff will have a chance to complete the survey); principals administer the survey for their assistant principals and area superintendents administer the survey for their principals	Area Superintendents and Principals
<b>May 15</b>	LKES	<b>Summative Assessment (final yearly assessment); assistant principals meet with their principals and principals meet with their area superintendent; use the "Summative Conference" form in the TKES/LKES platform</b>	Area Superintendents and Principals
August 12 - September 30	PKES	Complete e-learning: PKES Overview	All PKES employees
September 1 - September 30	PKES	Complete initial planning meeting (set SMART goals in AppliTrack)	All Supervisors/Managers
February 28	PKES	Mid-Year Check-in (performance to date against goals and Leadership Essentials); capture information in AppliTrack	All Supervisors/Managers
April 1-30 <i>(177-190 day staff)</i> May 1- 31 <i>(210-235 day staff)</i>	PKES	<b>Self- Assessment</b> (assessment of performance to date against goals, Leadership Essentials and expectations); capture information in AppliTrack	All PKES employees
<b>May 1-31 <i>(177-190 day staff)</i></b> <b>June 3-28 <i>(210-235 day staff)</i></b>	PKES	<b>(PKES) Summative Assessment</b> (assessment of performance against goals, Leadership Essentials and expectations); capture information in AppliTrack	All Supervisor/Managers
January 31		<b><i>Intent to Return Survey</i></b> will be launched on January 8 <sup>th</sup> for critical school-based personnel. Intended employees should complete and return to the Talent Division	Talent Division Impacted Employees
February 25 – March 8		<b><i>Talent Division review of contracted employees non-renewal recommendations.</i></b>	Staffing Directors
April 15 – 30		<b><i>Employment Contracts Issued/Returned</i></b>	Talent Division