



Employee Orientation for EPAT in MyPLC

APS Mission and Vision

Our Mission

- ▶ With a caring culture of equity, trust and collaboration, every student will graduate ready for college, career and life.

Our Vision

- ▶ A high-performing school district where students love to learn, educators inspire, families engage, and the community trusts the system.

What is EPAT?

The Employee Performance Appraisal Tool (EPAT) is the appraisal instrument for employees not appraised by a state mandated tool, such as TKES, LKES, GMSEP, CKES, or GSPEP.

Employees who will not receive an EPAT include:

- Principals
- Assistant Principals
- Teachers
- Media Specialists
- Psychologists

**Employees
reflect on their
professional
practice and
performance**

**Manager
provides
feedback**

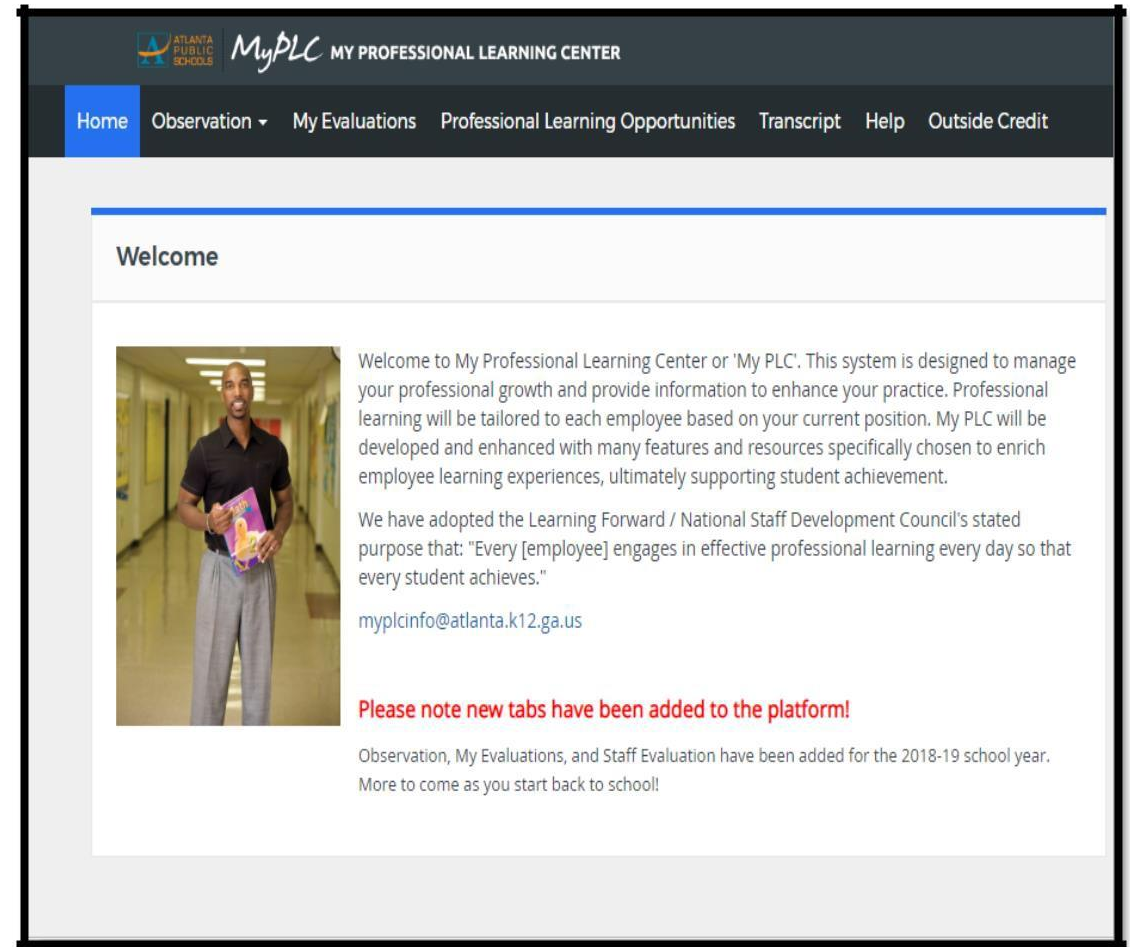


THE EPAT PLATFORM

Why MyPLC?

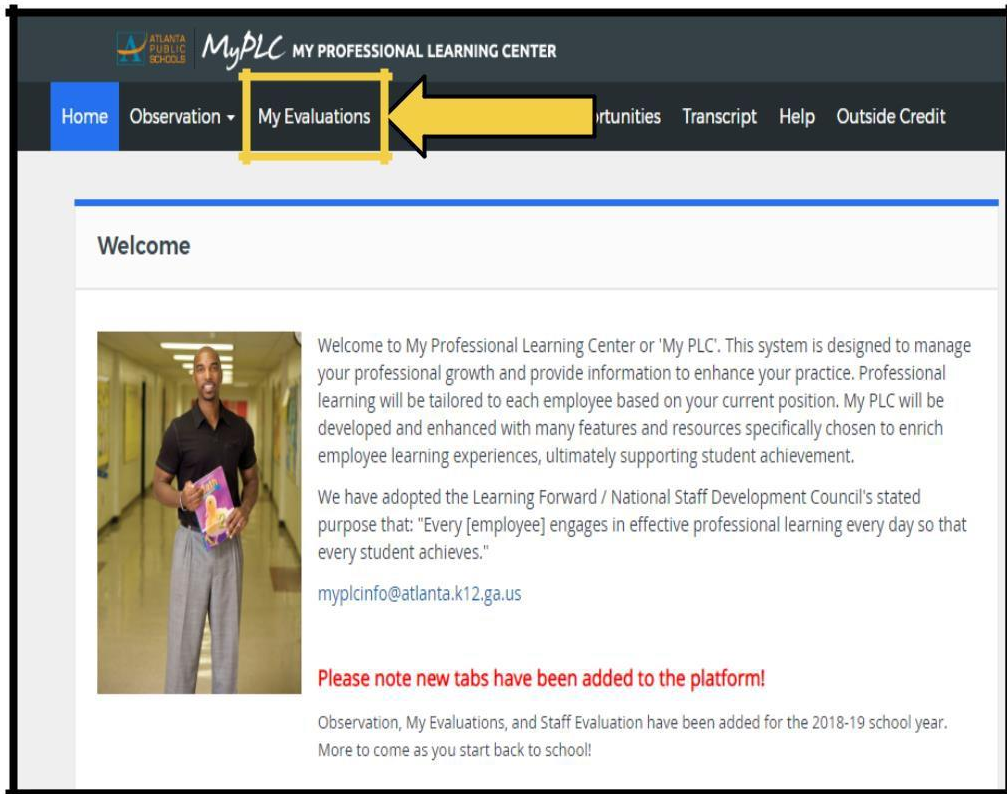
EPAT will be located in MyPLC Performance Management – the same location the district uses for Professional Learning, TKES, LKES, CKES and SLEI.

- ✓ It is User-friendly.
- ✓ One-stop shop for professional learning and evaluations.
- ✓ Familiar for educators who have used TKES and LKES in the GaDOE TLE Platform.

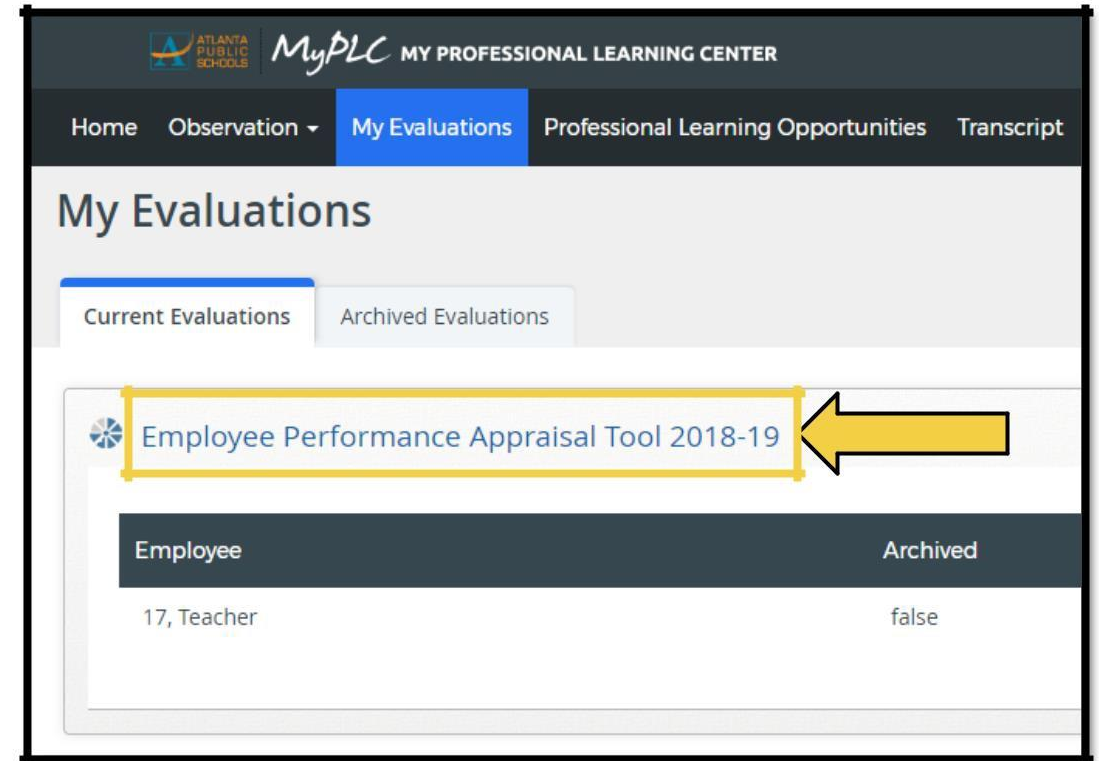


Let's Get Started!

Employees will access their evaluation by selecting **My Evaluations** on the top header of the screen.



Employees will access their evaluation by selecting The evaluation tool will be automatically populated for the employee.



The Three Phases of EPAT

Phase 1

Employee Self-Reflection

Deadline September 8, 2023

Pre-Conference and Goal Setting

Deadline September 22, 2023

Phase 2

Mid-Year Self-Appraisal

Deadline January 31, 2024

**Mid-Year Appraisal and
Conference**

Deadline February 29, 2024

Phase 3

**End-of-Year Self-Reflection and
Self-Appraisal**

Rolling Deadlines

**End-of-Year Appraisal and
Conference**

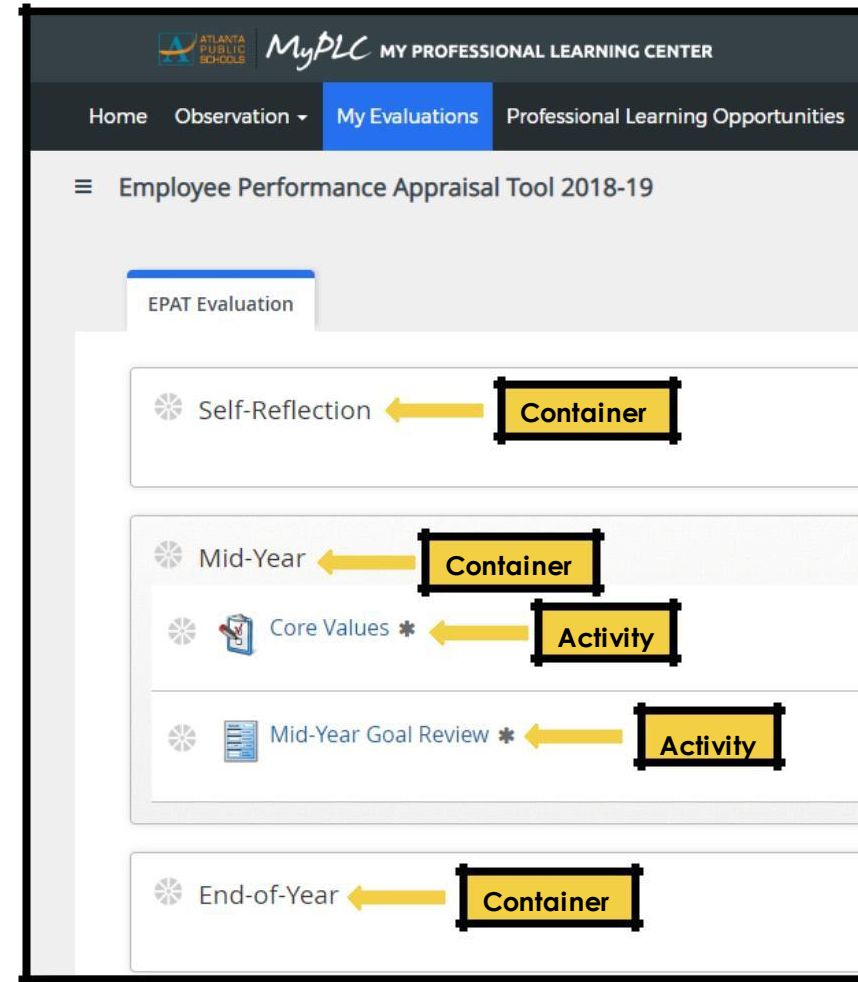
Rolling Deadlines, but absolute
deadline is June 24, 2024

EPAT Employee Layout

The containers correspond to the three phases of EPAT.

When an employee clicks on the container, the different activities under the container will display.

When an employee selects an activity he or she must complete, the contents of the activity will display and the employee will be allowed to enter information.



EMPLOYEE
PERFORMANCE
APPRAISAL TOOL

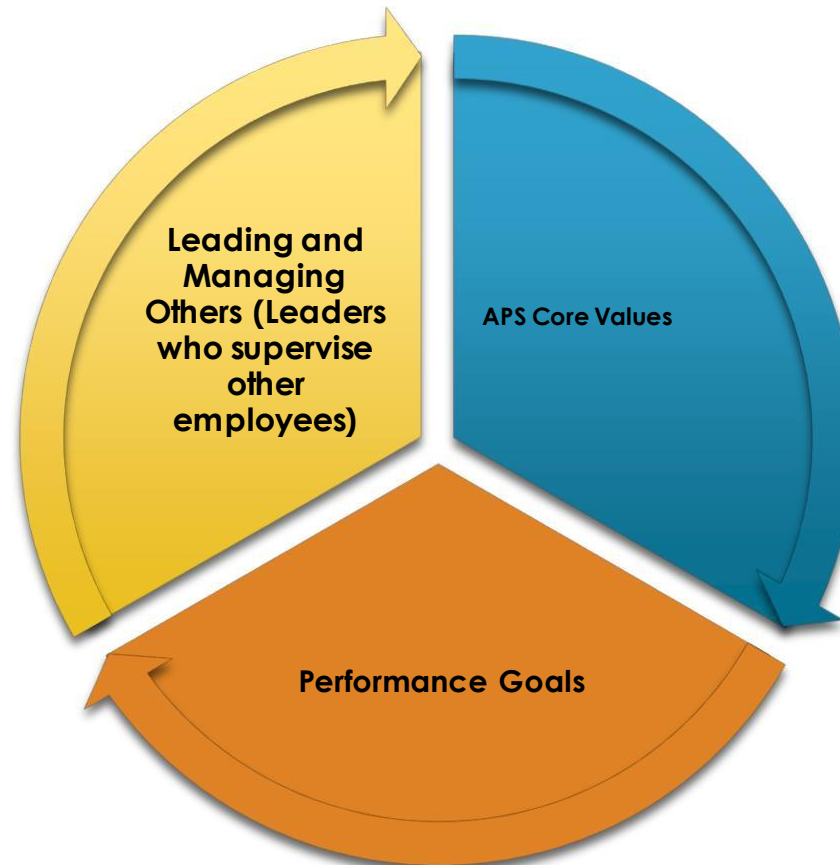
EPAT



ATLANTA
PUBLIC
SCHOOLS

EPAT FORMAT

Three Areas of Assessment





THE SELF-REFLECTION AND GOAL-SETTING PHASE

Self-Reflection Process

Self-Reflection

- Employee acknowledges review of Core Values.
- Employee completes two questions about position.
- Employee suggests 3-5 proposed S.M.A.R.T. goals.

Leadership Self-Reflection

- Leader acknowledges review of Leadership values.
- *This additional section is only completed by employees who have one or more employees reporting to them.*

Goal Setting and Pre-Conference

- Evaluator sets the 3-5 S.M.A.R.T. Goals for the year.
- PSC professional learning goal/plan considerations for certificated employees.
- Evaluator schedules meeting with employee to review goals and expectations for the school year.



APS Core Values and Proposed Goals

I acknowledge that I have read the APS Core Values and understand how they apply to my current role. *

Select One ▾

Given your area of responsibility, what major tasks or projects must be completed this school year? *

Describe the supervisory support needed to accomplish the goals. *

Self-Reflection

Acknowledge Core Values and answer self-reflection questions.

Leadership Values

This additional section should only be completed if you have direct reports.

APS is focused on building strong manager-employee relationships. This well helps the organization to leverage employees' strengths and leaders commit to helping all employees experience success.

[Click here to access the Leadership Values.](#) Once you have read the Leadership Values, click here to acknowledge.

I acknowledge that I have read the APS Leadership Values. *

Select One ▾

Leadership Values

Acknowledge Leadership Values (if you have direct reports)

Started by Teacher 13. Last update Aug 31, 2018 08:27:47 by Teacher 13.
0 of 3 required fields contain data.

Performance Goals

Create three to five Performance Goals for manager approval using the SMART criteria for the appraisal. For more assistance on drafting a SMART goal, click here.

Goal #1 *

Goal #2 *

Create Proposed Goals

Create 3-5 proposed goals.



Celebrating 150 Years of APS

APS Core Values

EVERY VOICE MATTERS

We listen to better understand the experiences, opinions and ideas of others.

Am I authentically collaborating and connecting with others toward a common goal?

EQUITY AT THE FOREFRONT

We are intentional in our words and actions that disrupt inequities in our system.

Am I creating conditions and removing barriers for students to be successful?

Guiding how we work, as individuals and teams

EMBRACE AND DRIVE CHANGE

We continuously learn – from others, from our past, and for the future.

Am I considering that a better way is possible?

A CULTURE THAT CARES

We promote well-being for all.

Am I modeling and supporting wellness in my actions?

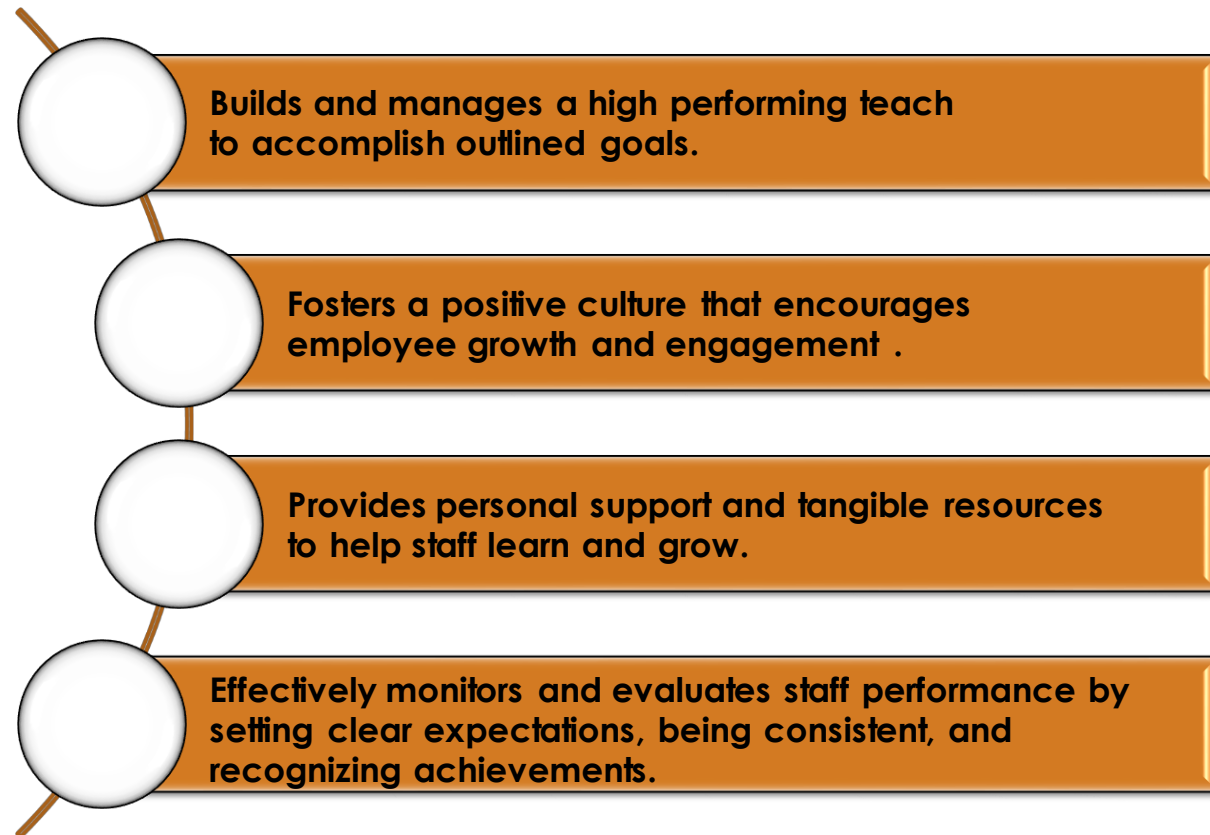
STUDENTS AND SCHOOLS FIRST

We prioritize our efforts in service to students and schools.

Am I clear in how my work prepares students to be college, career, and life ready?

APS Leadership Values

APS Leaders



S.M.A.R.T. Goals

Specific - Simplistically written and clearly defined tasks

Measurable – Includes tangible evidence that the goal is accomplished

Achievable – “Stretches” the employee slightly to feel challenged, but defined in a way that the employee can actually achieve it

Relevant – Ties to the employee's key responsibilities and important to the mission of the department

Time-Bound - Clearly defines the time frame, including a starting date and a target date

Sample S.M.A.R.T. Goal

School Nurse

- To improve student time on learning for all students with patterns of non-specific complaints, we will work to decrease frequency of nurse visits by 10%, reduce length of visits to an average of 10 or fewer minutes, and subsequently increase the overall return to class rate to 90% or more by the end of the school year.

How is this goal SMART?

S	Improve student learning time
M	Attendance logs can be used to track visits
A	Requires nurses to work more efficiently
R	Nurses work to cure students so that they can perform in the classroom
T	By May 26, 2023



THE MID-YEAR PHASE

Mid-Year Process

Employee Self-Appraisal

The employee will provide self-appraisal on:

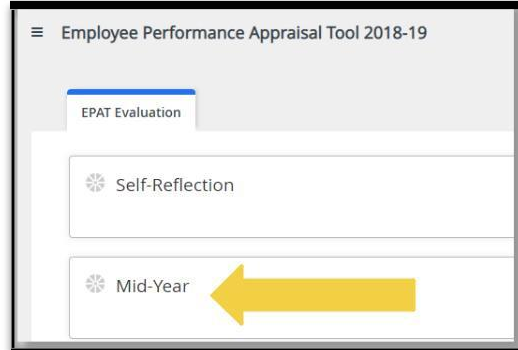
- ▶ APS Core Values
- ▶ APS Leadership Values (if applicable)
- ▶ Progression with Performance Goals

Evaluator Appraisal

The evaluator will rate the employee on:

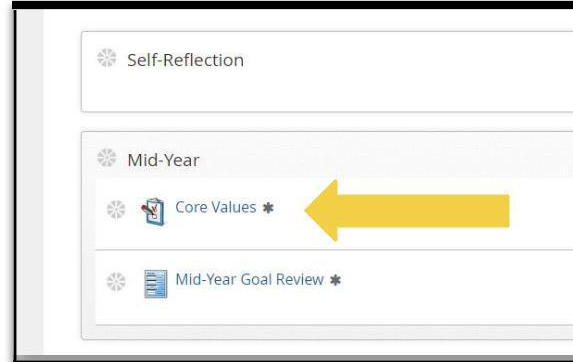
- ▶ APS Core Values
- ▶ APS Leadership Values (if applicable)
- ▶ Progression with Performance Goals

Rating APS Core Values and Leadership Values



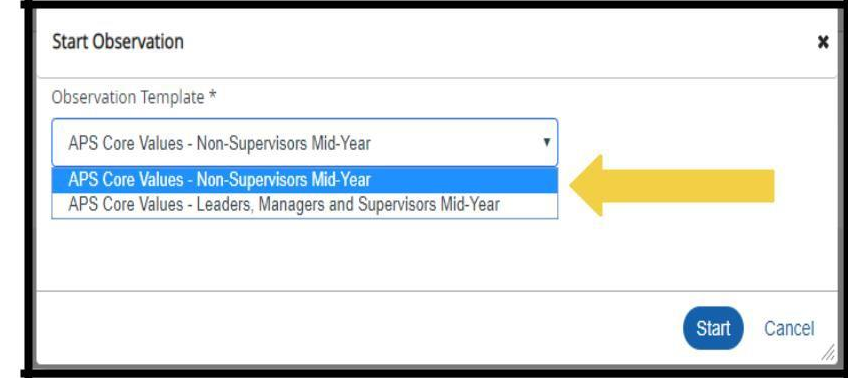
Select Mid-Year Container

Select the **Mid-Year** container under the appropriate plan.



Select Core Values

Select the **Core Values** activity.



Select the appropriate Evaluation

Select the appropriate self-appraisal. One self-appraisal is for leaders, the other is for employees.

Core Values

Focus area

1: Put Students and Schools First

- We know that students are our main priority and the reason we are here.
- We will provide ALL students with a quality education and resources to support student achievement.
- We will uphold the mission and vision of Atlanta Public Schools.

<input type="radio"/> Ineffective An <i>ineffective</i> employee frequently fails to exhibit the expected behavior. The employee either does not display the expected behaviors, or inadequately demonstrates the expected behaviors.	<input type="radio"/> Needs Improvement An employee with <i>Needs Development</i> inconsistently demonstrates the expected behavior. The employee sometimes demonstrates the expected behaviors, but also occasionally demonstrates undesired behaviors.	<input checked="" type="radio"/> Proficient A <i>Proficient</i> employee consistently demonstrates the expected behavior. The employee understands the expected behaviors and demonstrates them most of the time, but rarely may not.	<input type="radio"/> Exemplary An <i>Exemplary</i> employee continually serves as a model of expected behavior. The employee understands the expected behaviors and always demonstrates them at a level that serves a dependable example for peers.
--	---	--	---

Focus area

2: Commit to Teamwork

- We will work together as a team.
- We are committed to a teamwork environment where everyone is a valued member working together cross functionally to achieve the goals of the organization.
- We celebrate success, recognizing and rewarding the achievements of individuals and teams.
- We will plan ahead and then execute our plan.

<input type="radio"/> Ineffective An <i>ineffective</i> employee frequently fails to exhibit the expected behavior. The employee either does not display the expected behaviors, or inadequately demonstrates the expected behaviors.	<input checked="" type="radio"/> Needs Improvement An employee with <i>Needs Development</i> inconsistently demonstrates the expected behavior. The employee sometimes demonstrates the expected behaviors, but also occasionally demonstrates undesired behaviors.	<input type="radio"/> Proficient A <i>Proficient</i> employee consistently demonstrates the expected behavior. The employee understands the expected behaviors and demonstrates them most of the time, but rarely may not.	<input type="radio"/> Exemplary An <i>Exemplary</i> employee continually serves as a model of expected behavior. The employee understands the expected behaviors and always demonstrates them at a level that serves a dependable example for peers.
--	--	---	---

+

Prefill

✓

Finalize

↗

Share

Share

×

Which elements would you like to share with all participants of this observation?

3 sharable elements.

SHARE	ELEMENTS
<input checked="" type="checkbox"/> On	Details Shares the details for this observation.
<input checked="" type="checkbox"/> On	Evidence Shares the comments in the evidence field for each part of the competency framework.
<input checked="" type="checkbox"/> On	Ratings Shares the rating for each part of the competency framework.

Save

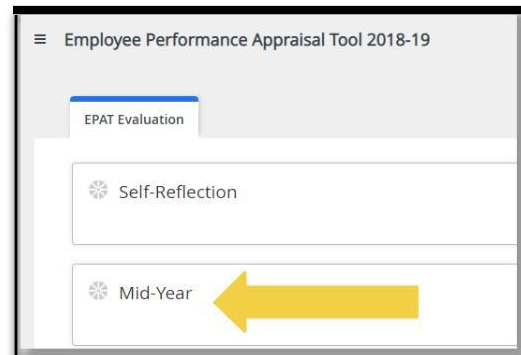
Cancel

All radio boxes should be moved to ON.

Rating APS Core Values and Leadership Values Continued

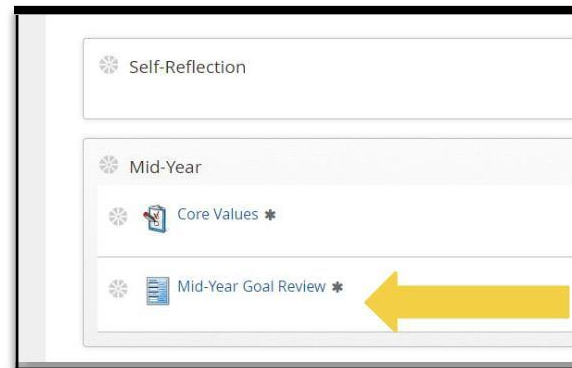
Employees will select the box with the rating that appropriately corresponds to his or her performance. When done, the employee will **Finalize** and **Share**. Remember, all radio buttons should be **On** before hitting save.

Mid-Year Goal Review



Select Mid-Year Container

Select the **Mid-Year** container under the appropriate plan.



Select Mid-Year Goal Review

Select the **Mid-Year Goal Review** activity.



Provide the appropriate rating

Rate your mid-year performance on your goals. Comments or documentation for support are optional (unless required by your supervisor).

Mid-Year Goal Review

Up Close

Employee Date *
mm/dd/yyyy ← Date here

Employee Mid-Year Rating (Goal 1) *
☐ Ahead of Schedule
☐ On Schedule ← Rate here
☐ Behind Schedule

Employee Comments (Goal 1)

Employee Comments are optional

Employee Attachments (Goal 1)

Attachments go here

Started by Teacher 14. Last update Aug 31, 2018 08:16:06 by test principal1.
Contains no required fields.

Goal #1
The goals should be SMART - Specific, Measureable, Achievable, Relevant, and Time-Bound.
◇ First Goal

Goal #1 Start Date
August 8, 2018

Goal #1 Intended Completion Date
August 24, 2018

Goal #2
The goals should be SMART - Specific, Measureable, Achievable, Relevant, and Time-Bound.
◇ Second Goal

Goal #2 Start Date
August 8, 2018

Goal #2 Intended Completion Date
August 31, 2018

The goals should be SMART - Specific, Measureable, Achievable, Relevant, and Time-Bound.
◇ First Goal

Goal #1 Start Date *
August 8, 2018

Goal #1 Intended Completion Date *
August 24, 2018

Goal #2 *
The goals should be SMART - Specific, Measureable, Achievable, Relevant, and Time-Bound.
◇ Second Goal

Goal #2 Start Date *
August 8, 2018

Goal #2 Intended Completion Date *
August 31, 2018

Goals are viewable at the top of the Mid-Year Goal Review screen.

The right slider can also be used to view goals while selecting the ratings and making comments.



THE END-OF YEAR PHASE

End-of-Year Rolling Dates

June 19	Reminder to departments of required 100% completion of all components				
End-of-Year Work Schedule Deadlines	Work Schedule	<u>201/202</u>	<u>211</u>	<u>231</u>	<u>252/261</u>
	*Employee Deadline	May 1	May 8	May 22	June 5
	**Supervisor Deadline	May 28	May 29	June 12	June 26

- The End-of-Year phase starts on **May 1, 2024** and ends on **June 21, 2024**. Deadlines are determined by the work schedule of each employee. The work schedule for every employee can be found on the [EPAT SharePoint Page](#).

End-of-Year Process

Employee Self-Appraisal

The employee will provide self-appraisal on:

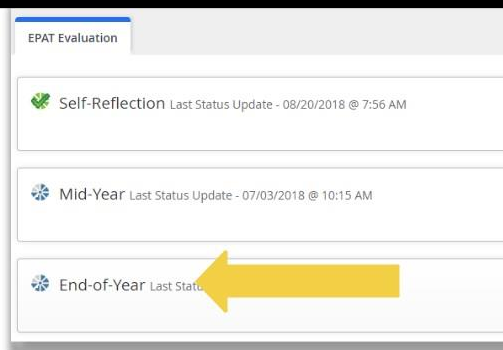
- ▶ End-of-Year Self-Reflection Questions
- ▶ APS Core Values
- ▶ APS Leadership Values (if applicable)
- ▶ Performance Goals (Met or Not Met)

Evaluator Appraisal

The evaluator will rate the employee on:

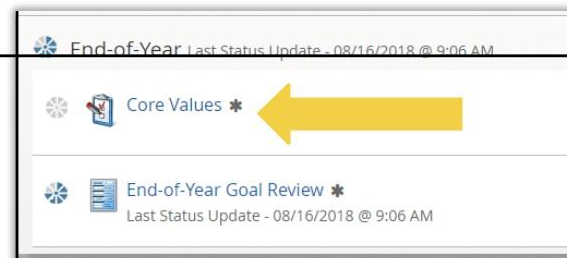
- ▶ APS Core Values
- ▶ APS Leadership Values (if applicable)
- ▶ Progression with Performance Goals

Rating APS Core Values and Leadership Values



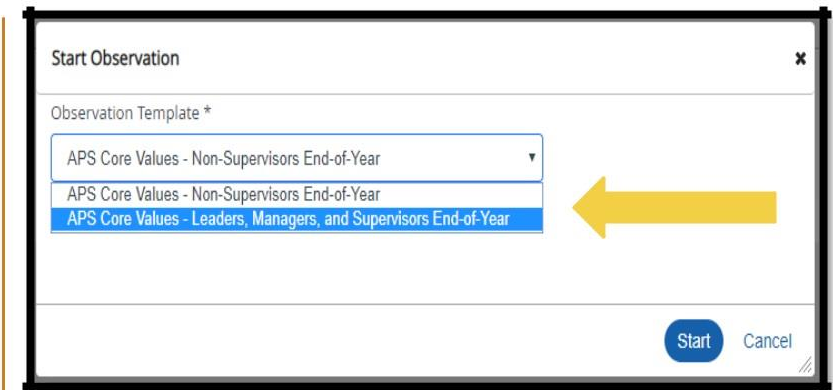
Select End-of-Year Container

Select the **End-of-Year** container under the appropriate plan.



Select Core Values

Select the **Core Values** activity.



Select the appropriate Evaluation

Select the appropriate evaluation. One evaluation is for leaders, the other is for employees.

Core Values

Focus area

1: Put Students and Schools First

- We know that students are our main priority and the reason we are here.
- We will provide ALL students with a quality education and resources to support student achievement.
- We will uphold the mission and vision of Atlanta Public Schools.

☐ Ineffective
An *ineffective* employee frequently fails to exhibit the expected behavior. The employee either does not display the expected behaviors, or inadequately demonstrates the expected behaviors.

☐ Needs Improvement
An employee with *Needs Development* inconsistently demonstrates the expected behavior. The employee sometimes demonstrates the expected behaviors, but also occasionally demonstrates undesired behaviors.

☒ Proficient
A *Proficient* employee consistently demonstrates the expected behavior. The employee understands the expected behaviors and demonstrates them most of the time, but rarely may not.

☐ Exemplary
An *Exemplary* employee continually serves as a model of expected behavior. The employee understands the expected behaviors and always demonstrates them at a level that serves a dependable example for peers.

Focus area

2: Commit to Teamwork

- We will work together as a team.
- We are committed to a teamwork environment where everyone is a valued member working together cross functionally to achieve the goals of the organization.
- We celebrate success, recognizing and rewarding the achievements of individuals and teams.
- We will plan ahead and then execute our plan.

☐ Ineffective
An *ineffective* employee frequently fails to exhibit the expected behavior. The employee either does not display the expected behaviors, or inadequately demonstrates the expected behaviors.

☒ Needs Improvement
An employee with *Needs Development* inconsistently demonstrates the expected behavior. The employee sometimes demonstrates the expected behaviors, but also occasionally demonstrates undesired behaviors.

☐ Proficient
A *Proficient* employee consistently demonstrates the expected behavior. The employee understands the expected behaviors and demonstrates them most of the time, but rarely may not.

☐ Exemplary
An *Exemplary* employee continually serves as a model of expected behavior. The employee understands the expected behaviors and always demonstrates them at a level that serves a dependable example for peers.

Use the Prefill option if you want to mark the same ratings

+

Prefill

✓

Finalize

↗

Share

from mid-year!

Share

Which elements would you like to share with all participants of this observation?

3 sharable elements.

SHARE

ELEMENTS

☒ On
Details
Shares the details for this observation.

☒ On
Evidence
Shares the comments in the evidence field for each part of the competency framework.

☒ On
Ratings
Shares the rating for each part of the competency framework.

Save

Cancel

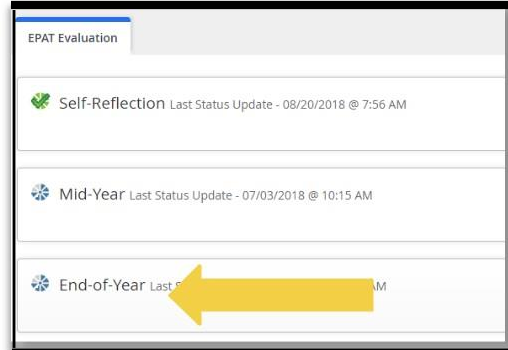
All radio boxes should be moved to **ON**.

Rating APS Core Values and Leadership Values Continued

Employees will select the box with the rating that appropriately corresponds to the employee's performance and respond to the self-reflection questions. When done, the employee will **Finalize** and **Share**. Remember, all radio buttons should be **On** before hitting save.

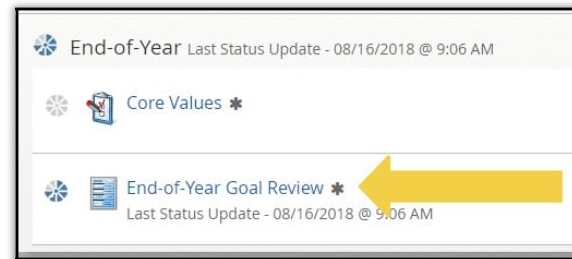
 ATLANTA
PUBLIC
SCHOOLS

End-of-Year Goal Review



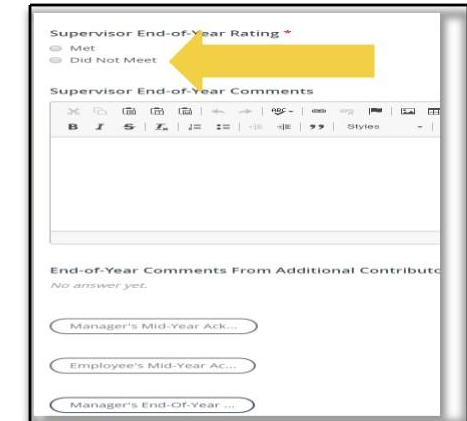
Select End-of-Year Container

Select the **End-of-Year** container under the appropriate plan.



Select End-of-Year Goal Review

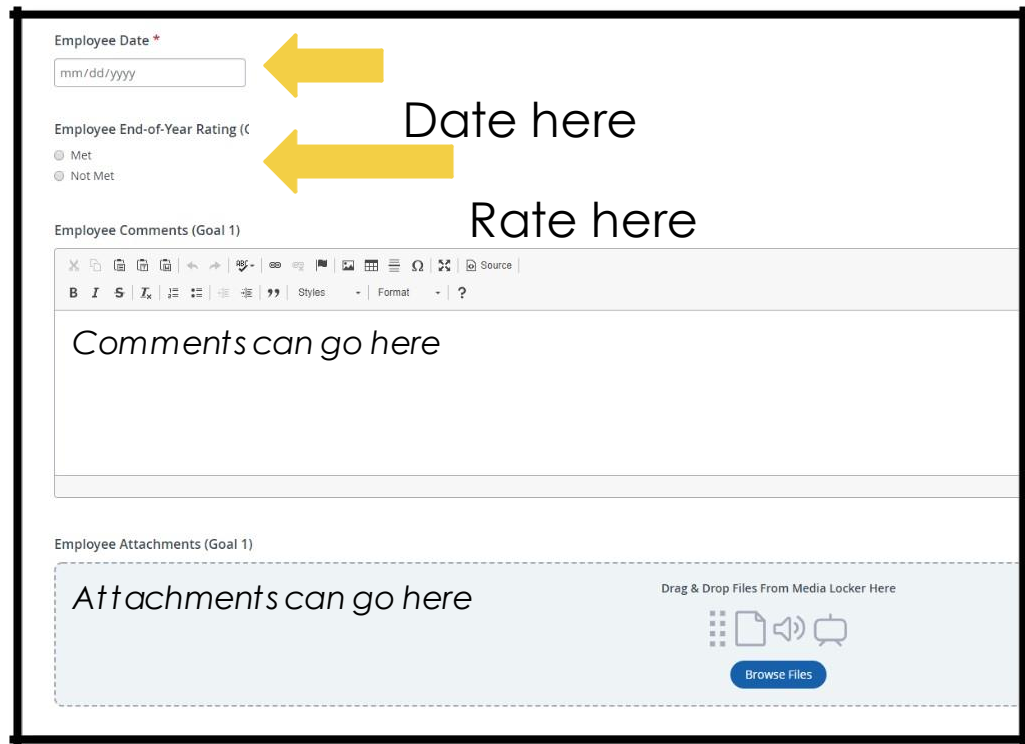
Select the **End-of-Year Goal Review** activity.



Provide the appropriate rating

Rate your performance on your goals for the year.

End-of-Year Goal Review



Employee Date *

mm/dd/yyyy

Employee End-of-Year Rating (C

☐ Met

☐ Not Met

Employee Comments (Goal 1)

Comments can go here

Employee Attachments (Goal 1)

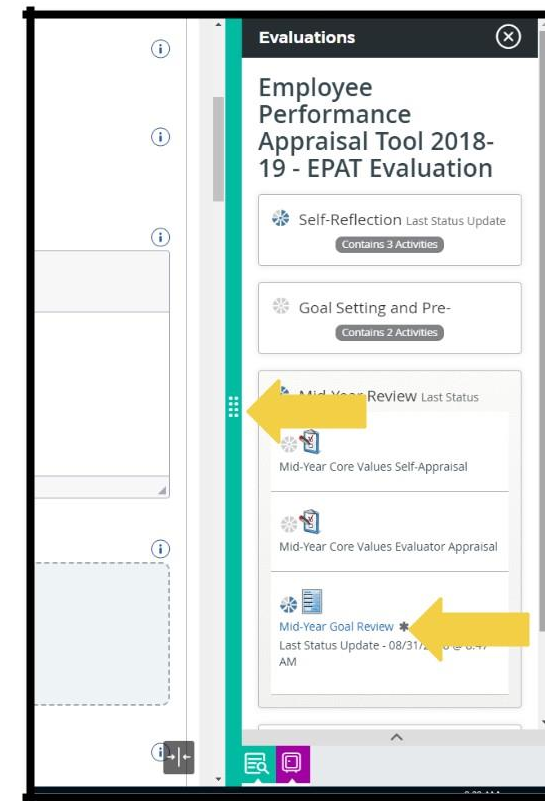
Attachments can go here

Drag & Drop Files From Media Locker Here

Browse Files

Annotations:

- Yellow arrow pointing to the date field: Date here
- Yellow arrow pointing to the rating section: Rate here



The right slider can be used to view the goals while selecting the rating.



HELPFUL INFORMATION

Stay in the Know!

Part-Time Employees

Employees working 50% or more of a 37.5 hour work week should receive and complete an evaluation.

New Employees

- Employees starting between September 1 and November 30 should receive a complete evaluation.
- Employees starting between December 1 and February 28 should do the Self-Reflection and End-of-Year phases.
- Employees starting after March 1 will not receive an evaluation.

(April 1 for 252/261 employees)

Employee Orientation

The EPAT orientation PowerPoint for employees is available on the [EPAT SharePoint](#) page. Use this PowerPoint to provide an overview of the EPAT tool and resources with your staff.

10, Teacher: Goal Review & Development

Employee Performance Appraisal Tool 2018-19 > Self-Reflection > 10, Teacher: Goal Review & Development

Goal Review & Development

Expand all | Collapse all

Close

Performance Goals

Started by Teacher 10. Last update Aug 08, 2018 08:35:57 by Teacher 10.

0 of 3 required fields contain data.

Goal *

The goals should be SMART - Specific, Measureable, Achieveable, Relevant, and Time-Bound.

No answer yet.

Upload File(s)

Include supporting artifacts relevant to the completion of this SMART goal.

Drag & Drop Files From Media Locker Here

Browse Files

Start Date *

Employee Performance Appraisal Tool 2018-19 - EPAT Evaluation

Self-Reflection Last Status Update -

Goal Review & Development *

Last Status Update - 07/07/2018 @ 4:00 PM

Expectation Setting

Last Status Update - 08/08/2018 @ 8:35 AM

Mid-Year Last Status Update -

Contains 2 Activities

End-of-Year Last Status Update -

Contains 2 Activities

Let's Make It Easy! – Side Panel

Use the slider to open the side panel to copy language from one container into the current container. This will be helpful when you need to locate and pull information from earlier in the year.

We Got You Covered!

Head over to the EPAT SharePoint page to:

- Access the website for your evaluation
- Get timelines and work schedules
- Discover the dates to get one-on-one assistance to complete the Self-Reflection phase
- Access step-by-step guides for each EPAT phase
- Watch step-by-step videos for each EPAT phase
- And so much more!

The screenshot displays the EPAT (Employee Performance Appraisal Tool) website header, which includes the Atlanta Public Schools logo and contact information. Below the header, a section titled "2018-2019 Employee Performance Appraisal Tool (EPAT)" provides an overview of the tool. A prominent orange button labeled "CLICK HERE TO ACCESS YOUR EVALUATION" is shown. Below this, a screenshot of the MyPLC (My Professional Learning Center) interface is displayed, showing the "My Evaluations" section with a red arrow pointing to the "Employee Performance Appraisal Tool 2018-19" link.

EMPLOYEE PERFORMANCE APPRAISAL TOOL **EPAT** ATLANTA PUBLIC SCHOOLS

Contact HR: (404)802-2312
Contact Us: EPATSupport@atlanta.k12.ga.us

2018-2019 Employee Performance Appraisal Tool (EPAT)

The Employee Performance Appraisal Tool is the appraisal instrument for Atlanta Public Schools
*employees who are not appraised by a **state-mandated tool.

*Part-Time Employees: Supervisors must appraise part-time employees (50% or more) who work more than half of the 37.5 hour work week.
**State Mandates Tools: TKES, LKES, GMSEP, CKES, or GSPEP

The Employee Performance Appraisal Tool will now be accessible through MyPLC.

CLICK HERE TO ACCESS YOUR EVALUATION

MyPLC MY PROFESSIONAL LEARNING CENTER

Home Observation **My Evaluations** ~~Professional Learning Opportunities~~ Transcript

My Evaluations

Current Evaluations Archived Evaluations

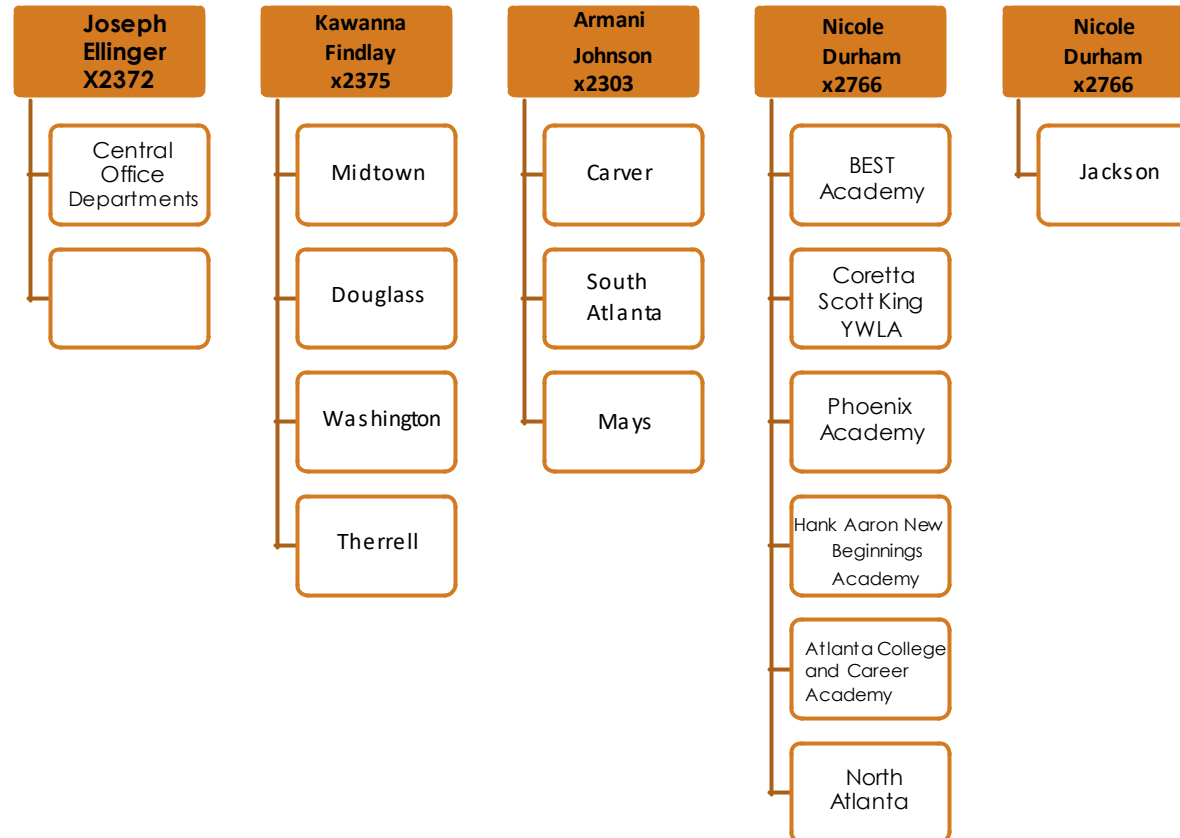
Employee Performance Appraisal Tool 2018-19

Employee Archived

10 Teacher false

Click this picture to access SharePoint

Got Questions? We Got Answers!



Dr. Isis Manboard

Director
x2374

EPAT Support

EPATSupport@atlanta.k12.ga.us



ATLANTA
PUBLIC
SCHOOLS