EXPLANATION: THE KENTUCKY BOARD OF EDUCATION RESCINDED 704 KAR 3:345 AND CREATED A NEW REGULATION, 704 KAR 3:370, TO ESTABLISH A STATEWIDE PROFESSIONAL GROWTH AND EFFECTIVENESS SYSTEM (PGES) FOR ALL CERTIFIED PERSONNEL. THESE CHANGES REFLECT THE NEW TRAINING REQUIREMENTS.

FINANCIAL IMPLICATIONS: POTENTIAL INCREASED TRAINING COSTS

# PERSONNEL B03.18 AP.22

-Certified Personnel-

Evaluation Committee/Evaluators and Observers

Evaluation Committee Tasks

The following tasks have been completed by the Evaluation Committee, which shall consist of equal numbers of teachers and administrators:

🞏 Developing the processes to be used in formative and summative evaluations for certified positions below the level of District Superintendent.

🞏 Developing all forms associated with the evaluation process.

🞏 Establishing a procedure for certified employees to review their summative evaluation.

🞏 Developing plan for providing assistance to certified employees in formulating their professional growth plans.

Training and Testing of Evaluators and Observers

In meeting the evaluation requirements of KRS 156.557 and 704 KAR 3:370, evaluators shall be trained, tested, and approved on a four (4) year cycle, and observers shall be trained as follows:

Year one (1) of the District’s evaluator training cycle shall include the following training requirements:

1. Training on KRS 156.557 and 704 KAR 3:370;
2. Training in identifying effective teaching and management practices, in effective observation and conferencing techniques, in development of student growth goals, in providing clear and timely feedback, in establishing and assisting with a professional growth plan, and in summative decision techniques;
3. Training provided by KDE for all certified administrator evaluators who have never evaluated certified school personnel; and
4. Training, for all other evaluators, by a provider who has been approved by KDE as a trainer for the Instructional Leadership Improvement Program established in 704 KAR 3:325.

# PERSONNEL B03.18 AP.22

# (Continued)

Evaluation Committee/Evaluators and Observers

Training and Testing of Evaluators and Observers (continued)

Year one (1) of the District’s evaluator training cycle shall include the following testing requirements:

1. An evaluator shall successfully complete testing of research-based and professionally accepted teaching and management practices and effective evaluation techniques;
2. The testing shall be conducted by KDE or an individual or agency approved by KDE; and
3. The testing shall include certification as an observer through the KDE-approved observer certification process for an evaluator who is evaluating teachers or other professionals.

KDE shall issue year one (1) approval as an evaluator upon the evaluator’s successful completion of the required evaluation training and testing program and successful completion of observer certification.

Years two (2) and three (3) of the District’s evaluator training and testing cycle shall include a minimum of six (6) hours in each year and shall include:

1. Observer calibration training, in the KDE-approved technology platform, for all evaluators who observe teachers or other professionals, for the purpose of evaluation;
2. Update training on professional growth and effectiveness statutes and administrative regulations; and
3. Training for evaluators on any changes to the Professional Growth and Effectiveness System and certified evaluation plan, policies, or procedures.

Year four (4) of the District’s evaluator training and testing cycle shall include refresher evaluator training and, if evaluating teachers or other professionals, recertification training and testing.

The District shall require peer observers to complete the KDE-approved peer observer training at least once every three (3) years.

District Contact

The District shall designate a contact person responsible for monitoring evaluator training and for implementing the system.

# PERSONNEL B03.18 AP.22

# (Continued)

Evaluation Committee/Evaluators and Observers