**District: \_\_Elizabethtown Independent Schools\_\_ Date of Review: \_March 21, 2016**

**Evaluation Contact Person: \_Cora Wood, Director of Personnel\_\_**

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| **Page Number in District** CEP | Indicators taken from KRS 156.557 and 704 KAR 3:370 |
| **A. Procedures and Plan:** | |
| 4 | 1. Developed by 50/50 Committee equal number of teachers and administrators. |
| 5 | 2. Acted upon by local board of education (*include signed assurance document)* |
| **B. Plan states that:** | |
| 4 | 1. Each local school district shall designate a contact person responsible for monitoring evaluation training and implementing the Professional Growth and Effectiveness System. |
| 24-25 | 1. Evaluators shall be trained and tested, and shall be approved by the department upon completion of the required evaluation training program and successful completion of testing. |
| 6 | 1. The evaluation criteria and process used to evaluate a teacher shall be explained to and discussed with the teacher no later than the end of the first thirty (30) calendar days of reporting for employment for each school year. |
| 6 | 1. The immediate supervisor designated primary evaluator. |
| 6 | 5. The **Professional Growth Plans** align with school/district improvement  plans. |
| 16, 48, 63 | 6. There is an annual review of growth plans. |
| 22-23, 69 | 7. Teachers should receive a conference within **five (5) working days** of  observation. |
| 42, 59, 70 | 8. A summative evaluation conference shall be held at the end of the summative  evaluation cycle and shall include all applicable Professional Growth and  Effectiveness data. |
| 18-20,  62 & 69 | 9. Annual evaluations with multiple observations are required for non-tenured  certified personnel. |
| 18-20, 69 | 10. Multiple observations for tenured teachers when observation results yield an  **ineffective** determination. |
| 18-20, 69 | 11. Summative evaluations **for tenured teachers** shall occur at least once every  three years. |
| 47 & 62 | 12. Administrators receive summative evaluations annually. |
| 42, 59,  70-71 | 13. Evaluations will be documented on approved forms to become part of official  personnel file. |
| 43, 59, 71 | 14. An opportunity for written response **shall be included in** the official  personnel record. |
| 42, 59, 71 | 15. A copy of the evaluation is provided to evaluatee. |

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| **Page Number in District CEP** | Indicators taken from KRS 156.557 and 704 KAR 3:370 |
| **C. PGES - Certified Teacher** | |
| 16-17 | 1. Professional Growth Planning and Self-Reflection |
| 18-23 | 1. Observation |
| 18 | 1. Observation Model |
| 18-20 | 1. Observation Schedule |
| 21 | 1. Peer Observation |
| 22-23 | 1. Observation Conferencing |
| 24 | 1. Observer Certification |
| 24-25 | 1. Observer Calibration |
| 25-27 | 1. Student Voice |
| 29-35 | 1. Local Student Growth Goal |
| 28, 38-40 | 1. Student Growth Percentile |
| 27 | 1. Products of Practice/Other Sources of Evidence |
| 36-37 | 1. Rating Professional Practice |
| 38-41 | 1. Rating Student Growth |
| 42-43 | 1. Determining the Overall Performance Category |
| 44 | 1. Professional Growth Plan and Summative Cycle |
| 74-75 | 1. Appeals Process |
| **D. PGES - Principal & Assistant Principal** | |
| 48-49 | 1. Professional Growth Planning and Self-Reflection |
| 49 | 1. Site-Visits |
| 50 | 1. Val-ED |
| 50-51 | 1. Working Conditions Goal |
| 52 | 1. Products of Practice/Other Sources of Evidence |
| 53-54 | 1. State Student Growth Goal – School Report Cards |
| 54-55 | 1. Local Student Growth Goal – ASSIST (School Improvement Plan) |
| 56-57 | 1. Rating Overall Professional Practice |
| 57-58 | 1. Rating Overall Student Growth |
| 59-60 | 1. Determining Overall Performance Category |
| 74-75 | 1. Appeals Process |
| **E. PGES - District Certified Personnel – Administrator and Non-Administrator** | |
| 63-66 | 1. Professional Growth Planning and Self-Reflection |
| 66-69 | 1. District Student Growth Goal |
| 69-70 | 1. Observation/Site Visits |
| 70 | 1. Determining Overall Performance Rating |
| 74-75 | 1. Appeals Process for District Certified Personnel |