

Fayette County Public Schools

Certified Personnel Evaluation Plan

ASSURANCES

The Fayette County Public Schools hereby assures the Commissioner of Education that:

- 1.** This evaluation plan was developed by an evaluation committee composed of an equal number of teachers and administrators.
- 2.** The evaluation process, evaluation standards, and performance criteria will be explained to and discussed with all certified personnel annually within one month of reporting for employment. This shall occur prior to the implementation of the plan. The evaluation of each certified staff member will be conducted or supervised by the immediate supervisor or designee, of the employee.
- 3.** All certified employees shall develop an Individual Professional Growth Plan (IGP) that shall be aligned with the school/district consolidated plan and will comply with requirements of 704 KAR 3:345. The Individual Professional Growth Plan shall be reviewed annually.
- 4.** All administrators, to include the superintendent, and non-tenured certified staff, shall be evaluated annually.
- 5.** All tenured certified non-administrative staff shall be evaluated a minimum of once every three years.
- 6.** Each evaluator shall be trained, tested, and certified in the Kentucky Department of Education Evaluation of Certified Personnel Training Program. Evaluators shall also receive training in the use of all appropriate local evaluation techniques and evaluation forms and documents.
- 7.** Each evaluatee will have both formative and summative conferences with the evaluator, with regard to work related performance.
- 8.** Each evaluatee shall be given a copy of his/her Summative Evaluation and a copy of the summative evaluation shall be filed with the official personnel records.
- 9.** Each evaluatee will be provided with the opportunity for a review of the summative evaluation by the Fayette County Public Schools Certified Evaluation Appeals Panel. Provisions are made for the right to review all documentation presented to the Appeals Panel and the right to be represented by counsel at the appeals.
- 10.** The Certified Personnel Evaluation Plan will not discriminate on the basis of race, national origin, religion, marital status, gender, or disability.
- 11.** This Certified Personnel Evaluation Plan will be reviewed as needed and any substantive revisions shall be submitted to the Kentucky Department of Education for approval

The Fayette County Public Schools Board of Education approved the revisions to the Certified Personnel Evaluation Plan as recorded in the official board minutes of the meeting held on May 23, 2016.

Signature & Date, Superintendent, Fayette County Public Schools

Signature & Date, Chair, Fayette County Public Schools