**District: \_Elizabethtown Independent Schools\_\_ Date of Review: \_May 17, 2017\_\_\_\_\_\_**

**Evaluation Contact Person: Cora Wood (until June 30, 2017) and Michelle Motley (effective July 1, 2017)\_**

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| **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 Certified Evaluation Plan. |
| 22-23 | 1. Evaluators shall successfully complete both district and state required evaluation trainings and accompanying assessments. |
| 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 | 1. The Professional Growth Plans align with school/district improvement plans. |
| 14, 32, 40 | 6. There is an annual review of growth plans. |
| 20-21, 43 | 1. Teachers should receive a conference within five (5) working days of observation. |
| 27, 36, 44 | 8. A summative evaluation conference shall be held at the end of the summative  evaluation cycle and shall include all applicable Certified Evaluation Plan data. |
| 16-18,  39 & 43 | 9. Annual evaluations with multiple observations are required for non-tenured  certified personnel. |
| 16-18, 43 | 10. Multiple observations for tenured teachers when observation results yield an  ineffective determination. |
| 16-18, 39 | 11. Summative evaluations for tenured teachers shall occur at least once every  three years. |
| 31 & 39 | 12. Administrators receive summative evaluations annually. |
| 27, 36, 44 | 13. Evaluations will be documented on approved forms to become part of official  personnel file. |
| 28, 36, 45 | 14. An opportunity for written response shall be included in the official  personnel record. |
| 27, 36, 45 | 15. A copy of the evaluation is provided to evaluatee. |

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| **C. Certified Teachers and Other Professionals** | |
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| 16-18 | 1. Observation Schedule |
| 19 | 1. Peer Observation |
| 20-21 | 1. Observation Conferencing |
| 22 | 1. Observer Certification |
| 22-23 | 1. Observer Calibration |
| 23-25 | 1. Student Voice |
| 25 | 1. Products of Practice/Other Sources of Evidence |
| 26-27 | 1. Determining the Overall Performance Rating |
| 28 | 1. Professional Growth Plan and Summative Cycle |
| 48-49 | 1. Appeals Process |
| **D. Principals & Assistant Principals** | |
| 32-33 | 1. Professional Growth Planning and Self-Reflection |
| 33 | 1. Site-Visits |
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| 34 | 1. Products of Practice/Other Sources of Evidence |
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| **F. District Certified Personnel** | |
| 39-45 | 1. Evaluation plan for District Certified Personnel |
| 48-49 | 1. Appeals Process for District Certified Personnel |