**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.
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| 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.
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| 6 | 1. The immediate supervisor designated primary evaluator.
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| 6 | 1. The Professional Growth Plans align with school/district improvement plans.
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| 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.
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| 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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