

**TODD COUNTY  
EMPLOYEE EVALUATION PLANS  
2018-2019**

Todd County Board of Education  
205 Airport Road  
Elkton, KY 42220  
(270)265-2436  
(270)265-5414, Fax

Superintendent  
Ed Oyler

**Evaluation Plan Contact:**  
Camille Dillingham, Chief Academic Officer  
(270)265-2436  
(270)265-5414, Fax

TO BE APPROVED June 2018

**Todd County Schools**  
**Certified Employee Evaluation Plan**  
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## Certified Evaluation Plan Assurances

The Todd County School District hereby assures the Kentucky Commissioner of Education as follows:

An evaluation committee composed of an equal number of teachers and administrators developed this evaluation plan.

All evaluations will be in writing on evaluation forms and in accordance with these policies and procedures which have been written in accordance with KRS 156.557, 704 KAR 3:345, and 704 KAR 3:370.

The evaluation process and criteria for evaluation will be explained to and discussed with all certified employees annually within one month of reporting for employment. This will occur prior to the implementation of the plan. The evaluation of each certified staff member will be conducted or supervised by the immediate supervisor of the employee.

All certified employees will develop an Individual Professional Growth Plan (IGP) that will be aligned with the school/district improvement plan(s) and comply with any requirements of KRS 156.557, 704 KAR 3:345, and 704 KAR 3:370. The IGP will be reviewed annually.

All administrators, to include superintendent, and non-tenured teachers will be evaluated annually.

All tenured teachers will be evaluated a minimum of once every three years.

Each evaluator will be trained and approved in the use of appropriate evaluation techniques in accordance with KRS 156.557, 704 KAR 3:345, and 704 KAR 3:370 and the use of local instruments and procedures.

Each evaluatee will have both formative and summative evaluations with the evaluator regarding his/her performance.

Each evaluatee will be given a copy of his/her summative evaluation and the summative evaluation will be filed in his/her official personnel file.

The local evaluation plan provides for the right to a hearing as to every appeal, an opportunity to review all documents presented to the District Appeals Panel, and a right to presence of evaluatee's chosen representative.

The evaluation plan process will not discriminate on the basis of race, national origin, religion, marital status, sex, or disability.

The local board of education approved the evaluation plan as recorded in the minutes of the meeting held on

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Signature of District Superintendent

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Date

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Signature of Chairperson, Board of Education

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Date

## Evaluation Plan (50/50) Committee

In order to develop and implement an evaluation system for Todd County Public Schools, a committee comprised of an equal number of teachers and administrative personnel was established. This committee will be referred to throughout this document as 50/50 Committee. This report, including the evaluation system and instruments was developed by their efforts and subsequently reviewed and approved.

### 2018-2019 50/50 Committee

Mishawn Greenfield	Teacher
Billy Shanks	Teacher
David Carmichael	Teacher
Patricia Knepper	Teacher
Sarah Ballard	Teacher
Kadi Ralston	Administrator
Yvonne Rundall	Administrator
Doug Cotton	Administrator
Kim Justice	Administrator
Jennifer Pope	Administrator

### 2018-2019 Appeals Committee

## District Evaluation Plan

The vision for the District Evaluation Plan is to have every student taught by an effective teacher and every school led by an effective leader. The goal is to create a fair and equitable system to measure teacher and leader effectiveness and act as a catalyst for professional growth.

### Roles and Definitions:

1. **Administrator:** is any person who devotes the majority of his/her employed time to service in a position for which administration certification is required by the Education Professional Standards Board in 704 KAR Chapter 20.
2. **Appeals:** a process whereby any certified personnel employee who feels that the local school district failed to properly implement the approved evaluation system can formally disagree with his/her evaluation.
3. **Baseline data:** The data collected prior to interventions being implemented and signifies the student's present level of performance on a targeted skill/concept.
4. **Conference:** a meeting involving the evaluator and the certified employee evaluated for the purpose of providing feedback from the evaluator, analyzing the results of observation(s) and other information to determine accomplishments and for identifying areas for growth leading to establishment or revision of a professional growth plan.
5. **Corrective action plan:** a plan developed by the evaluator and evaluatee as a result of an unsuccessful standard rating(s) on the summative evaluation or when the evaluator needs to address a specific problem in the employee's performance. Specific assistance and activities are identified and progress monitored.
6. **Employee assistance team:** a team established to assist the employee in meeting the district standards.
7. **enduring skills:** the ability to use one's knowledge effectively and readily in execution and performance, ensuring content is used beyond a single test date, is a value in other disciplines, provides relevance beyond the classroom and is worthy of embedded, course-long focus.
8. **Evaluatee:** one whose behaviors and performances are being observed, examined, appraised, or critiqued.
9. **Evaluation:** the process of assessing or determining the effectiveness of the performance of the certified employee in a given teaching and learning or leadership and management situation, based upon predetermined criteria, through periodic observation and other documentation such as portfolios, peer reviews, products, or performances. Evaluation shall also include the establishment and monitoring of individual professional growth plans.
10. **Evaluation committee:** consists of local school district teachers and administrators who are responsible for developing evaluation procedures and forms for the district evaluation plan. The committee is made up of equal numbers of teachers and administrators.
11. **Evaluation plan:** includes evaluation forms and procedures. The procedures shall provide for both formative evaluation and summative evaluation components. The Kentucky Department of Education must approve both the plan and the procedures.
12. **Evaluation procedures:** as well as the evaluation forms, must be designed to foster professional growth and to support individual personnel decisions.
13. **Evaluator:** one who appraises or carefully examines behaviors and performances to determine a value. Evaluators must be trained, tested, and certified.

- 14. Formative evaluation:** a continuous cycle of collecting evaluation information and interacting, and providing feedback with suggestions regarding the certified employee's professional growth and performance.
- 15. Indicators:** are measurable or observable behaviors and outcomes that demonstrate performance criteria.
- 16. Job category:** a group or class of positions with closely related functions such as: principal, coordinator, or director.
- 17. M:** Met
- 18.** Mid-year review
- 19. Monitoring:** to supervise; to check systematically or to scrutinize for the purpose of collecting specified categories of data. (For example: principals monitor teacher's lesson plans, units of study, interactions with students, parents, and each other.)
- 20. NI:** Needs Improvement
- 21. NM:** Not Met
- 22. Observation (formal):** process of gathering information in the performance of duty based on predetermined criteria in the district evaluation plan within five (5) working days.
- 23. Observation (informal):** an observation whereby the evaluator enters the classroom unannounced to observed performance. Informal observations can take place at any time the employee is in the performance of his/her duties. These observations may be made as frequently as deemed necessary.
- 24. Openly:** with full knowledge of evaluatee.
- 25. Other support staff:** any certified staff other than teacher or administrator.
- 26. Peer observer:** Observation and documentation by a trained certified school personnel.
- 27. Performance criteria:** performance areas, skills, or outcomes on which the certified employee shall be evaluated based upon position and the district evaluation plan.
- 28. Position:** a professional role in the school district such as teacher, principal, and supervisor of instruction.
- 29. Primary evaluator:** the evaluator who is the employee's immediate supervisor (principal, assistant principal, etc.)
- 30. Professional growth plan:** a plan whereby the person being evaluated establishes goals for enrichment and development with the assistance of the evaluator. The individualized plan includes objectives, a plan for achieving the objectives, and a method for evaluating success. The individual professional growth plan shall be aligned with specific goals and objectives of the school improvement plan or district improvement plan. Reviewed annually, this plan is attached to the summative evaluation and placed in the individual's personnel file at the district office.
- 31. Post-conference:** a meeting between the evaluator and the certified employee to provide feedback from the evaluator. The evaluator and the certified employee analyze the results of observation(s) and other information to determine accomplishments and areas of growth leading to the establishment or revision of an individual professional growth plan. The post conference shall be conducted within five (5) working days after an observation.
- 32. Pre-conference:** a meeting between the evaluator and the certified personnel to discuss and plan the schedule, date, content, time, etc. of the formal observation(s).
- 33. Self-reflection:** means the process by which certified personnel assesses the effectiveness and adequacy of their knowledge and performance for the purpose of identifying areas for professional learning and growth.
- 34. Standards of performance:** acceptable qualitative or quantitative levels of specific job performances expected of effective certified personnel employees.

- 35. Student voice:** the state-approved student perception survey, administered each year, that, provides data on specific aspects of the classroom experience and of teaching practice.
- 36. Summative evaluation:** the summary of, and conclusions from, all data, including but not limited to the formative evaluation data. The summative evaluation occurs at the end of an evaluation cycle. Summative evaluation includes a conference involving the evaluator and the evaluated certified employee, and a written evaluation report.
- 37. Teacher:** any certified staff person who directly instructs students
- 38. For additional definitions and roles, please see 704 KAR 3:370 Professional Growth and Effectiveness System**

## Certified Evaluation Plan Overview

Effective teaching and school leadership depend on clear standards and expectations, reliable feedback, and the tools, resources and support for professional growth and continuous improvement.

The Kentucky Framework for Personnel Evaluation is designed to measure teacher and leader effectiveness and serve as a catalyst for professional growth and continuous improvement. All teachers will be evaluated using the four domains from the framework and the results will be reported on district approved forms.

Other Professionals (OP) are defined as the following job assignments and will be part of this evaluation system using the OP specific district approved forms.

- Guidance Counselors
- Library Media Specialist
- Speech Language Pathologist
- Certified District Level Psychologists
- District Instructional and Educational Facilitators
  - Assistant Superintendent
  - Chief Academic Officer
  - Chief Financial Officer
  - Director of Special Education
  - Special Education Consultants
  - Director of Nutritional Wellness
  - Chief Information Officer
  - Technology Integration Specialists
  - Migrant Advocate
  - EL Teacher
  - Gifted and Talented Coordinator
  - Others to be determined by the District Evaluation Plan Point of Contact

### I. Kentucky Framework for Personnel Evaluation Overview

#### **Framework for Teaching**

Planning and Preparation  
Classroom Environment  
Instruction  
Professional Responsibilities

#### **Frameworks for Other Professionals**

Planning and Preparation  
Environment  
Delivery of Service  
Professional Responsibilities

The Framework also includes themes such as equity, cultural competence, high expectations, developmental appropriateness, accommodating individual needs, effective technology integration, and student assumption of responsibility. They provide structure for feedback for continuous improvement through individual goals that target student and professional growth, thus supporting overall school improvement. Evidence documenting professional practice will be situated within one or more of the four domains of the framework. Performance will be rated for each component according to four



performance levels: **Ineffective (I)**, **Developing (D)**, **Accomplished (D)**, and **Exemplary (E)**. The summative rating will be a holistic representation of performance, combining data from multiple sources of evidence across each domain. The timelines outlined throughout the Certified Evaluation Plan document may be adjusted as necessary for extenuating circumstances.

The use of professional judgment based on multiple sources of evidence promotes a more holistic and comprehensive analysis of practice, rather than over-reliance on one individual data point or calculation of practice based on predetermined formulas. Evaluators will also take into account how educators respond to or apply additional supports and resources designed to promote student learning, as well as their own professional growth and development. Finally, professional judgment gives evaluators the flexibility to account for a wide variety of factors related to individual educator performance, such as: school-specific priorities that may drive practice in one domain, an educator's number of goals, experience level and/or leadership opportunities, and contextual variables that may impact the learning environment, such as unanticipated outside events or traumas.

Sources of evidence might include, but are not limited to, the following:

- Classroom observation feedback
- Professional Growth Plan and Review Documentation
- Student Growth/Achievement
- Self-assessment and self-reflection
- Assessment data
- Surveys
- Team-developed curriculum units
- Lesson plans
- Professional Development
- Communication logs
- Timely, targeted feedback from any observations, including walk-throughs
- Student data records (student data point, student mobility, attendance, discipline, grades)
- Student work
- Student pre, post, formative and/or summative course evaluations
- Teacher reflections and/or self-reflections
- Teacher interviews
- Teacher committee or team contributions
- Parent engagement surveys
- Records of student and/or teacher attendance
- Video lessons
- Progress monitoring data
- Membership in professional organizations
- Site Visit / Workplace Visit

In addition to the sources of evidence listed above, letters and memos may be used to document both outstanding performance and performance which needs improvement. The correspondence should be dated and signed by both parties.

For job category, specific sources of evidence, visit the Kentucky Department of Education website at this link .

(<https://education.ky.gov/teachers/PGES/otherpages/Documents/Kentucky%20Adapted%20Danielson%20Framework%20for%20Teaching%20with%20OPGES%20frameworks.pdf> )

## **Performance Measures of the Kentucky Framework for Teaching**

### **Planning**

- 1a Demonstrating Knowledge of Content and Pedagogy
- 1b Demonstrating Knowledge of Students
- 1c Setting Instructional Outcomes
- 1d Demonstrating Knowledge of Resources
- 1e Designing Coherent Instruction
- 1f Designing Student Assessments

### **Classroom Environment**

- 2a Creating an Environment of Respect and Rapport
- 2b Establishing a Culture for Learning
- 2c Managing Classroom Procedures
- 2d Managing Student Behavior
- 2e Organizing Physical Space

### **Instruction**

- 3a Communicating with Students
- 3b Using Questioning and Discussion Techniques
- 3c Engaging Students in Learning
- 3d Using Assessment in Instruction
- 3e Demonstrating Flexibility and Responsiveness

### **Professional Responsibilities**

- 4a Reflecting on Teaching
- 4b Maintaining Accurate Records
- 4c Communicating with Families
- 4d Participating in the Professional Community
- 4e Growing and Developing Professionally
- 4f Showing Professionalism

All Performance Measures will be considered in determining the employee's professional practice rating. Performance Measures 1 and 4 will be measured through artifacts, conferencing, and/or observations. Performance Measures 2 and 3 will be measured through observation and conferencing.

### **Assignment of Primary Evaluator**

The immediate supervisor will designate the primary evaluator for each certified staff member assigned to his/her location by September 1 of each year and report it to the district certified evaluation plan contact. Late hires, after September 1, will have a primary evaluator assigned within the first 30 days of employment. In the event of extenuating circumstances, the primary evaluator may be subject to change by the District Certified Evaluation Contact.

**Required:**

- Observations may begin 30 calendar days after the first day of teacher employment or as soon as staff is trained on the Certified Evaluation Plan.
- District will adhere to the KTIP-approved guidelines when completing evaluations.

**Professional Growth Planning**

The Professional Growth Plan (PGP) will address realistic, focused, and measurable professional goals. The plan will connect data from multiple sources including classroom observation feedback, data on student growth and achievement, and professional growth needs identified through self-assessment and reflection. In collaboration with the primary evaluator, teachers will identify explicit goals, which will drive the focus of professional growth activities, support, and ongoing reflection. The Professional Growth Plan will align with the school/district improvement plans.

Reflective practices and professional growth planning are repetitive processes. The teacher:

- (1) reflects on his or her current growth needs based on multiple sources of data and identifies an area or areas for focus;
- (2) collaborates with his or her primary evaluator to develop a professional growth plan and action steps;
- (3) implements the plan;
- (4) regularly reflects on the progress and impact of the plan on his or her professional practice;
- (5) modifies the plan as appropriate;
- (6) continues implementation and ongoing reflection;
- (7) and, finally, conducts a summative reflection on the degree of goal attainment and the implications for next steps.

**Required:**

- All teachers and other professionals will participate in professional growth planning each year according to the schedule below. Teachers are encouraged to continuously self-reflect on their professional practice throughout the school year. See Tables 1, 2, and 3 for professional growth planning timelines.
- Multiple sources of data shall be used to develop the Professional Growth Plan and can be used throughout this entire process. Teachers with Accomplished or Exemplary overall summative evaluation cycle rating shall complete a self-directed growth plan. However, any individual measure that is rated as Ineffective on a summative evaluation shall be addressed in the PGP. See page 26 for the Professional Growth Form.
- For teachers with an overall summative evaluation cycle rating of Developing or Ineffective, a directed growth plan shall be done in consultation with the primary evaluator.
- Employees who do not fulfill their contractual obligations for completing professional development shall be placed on a corrective action plan. The primary evaluator may waive this requirement in the event of extenuating circumstances.

**Table 1: Timeline for PGP for Tenured Teachers and Other Professional (OP) Employee**

Month	Activity
August	Orientation for employees no later than the end of the first 30 calendar days of reporting for employment for each school. Completes/Revises self-reflection
September-October	Collaborates with his/her primary evaluator, develops professional growth plan and action steps by October 31.
November-March Mid-Year Review	Implementation/Reflection on progress and impact of the plan on his/her professional practice. Modifies plan as appropriate. Continued implementation and ongoing reflection.
March-April 15	An annual review will be completed on the Professional Growth Plan. A summative reflection on the degree of goal attainment and implications for next steps shall be noted.
March 15	Primary evaluator recommends re-employment/termination to superintendent. Annual review of PGP must be completed for all tenured teachers recommended for termination. Names given to Superintendent.

Timeline will be tentative based on any adjustment of the calendar year. The District Evaluation Plan Point of Contact will notify all staff if any adjustments are made to the evaluation timeline(s).

**Table 2: Timeline for PGP for Non-Tenured Teacher and OP Employees**

Month	Activity
August	Orientation for employees no later than the end of the first 30 calendar days of reporting for employment for each school. Completes self-reflection.
September-January Mid Year Review	Implementation/Reflection on progress and impact of the plan on his/her professional practice. PGP is modified after second mini-observation is completed. Peer observation can be conducted any time between the orientation and the April 1 observation date.
January-March	Continued implementation and ongoing reflection
March-April	Professional Growth Plan shall be reviewed. Summative reflection on the degree of goal attainment and implications for next step will be point of discussion at meeting with primary evaluator.
March 15	Primary evaluator recommends re-employment/termination to superintendent. Names given to Superintendent

Timeline will be tentative based on any adjustment of the calendar year. The District Evaluation Plan Point of Contact will notify all staff if any adjustments are made to the evaluation timeline(s).

**Table 3: Timeline for Late Hires (tenured and non-tenured)**

<b>Evaluation Plan Orientation</b>	<b>Orientation for employees no later than the end of the first 30 calendar days of reporting for employment for each school year</b>
<b>Teachers hired after the first day of instruction</b>	<b>Complete PGP within 30 days of their hire date. Completes/Revises self-reflection</b>

Timeline will be tentative based on any adjustment of the calendar year. The District Evaluation Plan Point of Contact will notify all staff if any adjustments are made to the evaluation timeline(s).

### **Observation Model for Teachers and OP Employees**

The observation process is one source of evidence to determine educator effectiveness that includes primary evaluator observation for each certified teacher and other professional and a peer observation for a certified teacher. The primary evaluator observation provides documentation and feedback to measure the effectiveness of professional practice. The primary evaluator observation will be used to complete the summative evaluation process. See pages 22-44 for teacher/OP formative, summative, and peer observation documents.

Primary evaluator will conduct two mini-observations of approximately 20-30 minutes each. Because these are shorter sessions, the observer will make note of the components observed in order to identify “look fors” in the next mini-observation session. The mini-observation shall focus on Performance Measures 2 and 3 only. The final observation is a full formal observation consisting of one full instructional period. For some categories for other professionals, observations may look like a workplace visit to meet their confidentiality requirements. If applicable, for employees under the KTIP program, the observation model will follow the required KTIP process.

A peer observation will be conducted by a certified peer teacher who has been trained in peer observation techniques prior to the first observation. Peer observations will be mini-observations of approximately 20-30 minutes each and should be for formative and feedback purposes only. The peer observation results do not have to be reported to the primary evaluator, but may be used as a source of evidence if requested by the teacher or other professional and would be used to inform summative ratings. Documentation of the peer observation will be turned in to primary evaluator on the district approved form.

### **Observation Timeline (tenured and non-tenured) \***

#### **Required:**

#### **Non-tenured**

- Non-tenured employees will have a minimum of 3 observations conducted by the primary evaluator (2 minis and 1 full/formal) and one peer observation. The final observation is conducted by the primary evaluator and is a full/formal observation. Each year is considered a summative evaluation cycle for non-tenured employees.
- All observations must be documented on district-approved forms.

#### **Tenured**

- Tenured teachers will receive one full/formal observation by the supervisor and two mini-observations over the

three-year summative cycle. The primary evaluator shall complete one mini-observation in the first year, one mini-observation the second year, and a full/formal being the final observation completed during the final year of the cycle. A peer observation will be conducted during the year of the summative observation.

- OP employees will follow a three-year cycle with a minimum of 3 primary evaluator observations. Years 1 and 2 will consist of a mini-observation by the primary evaluator and Year 3 will consist of a full/formal.
- All observations must be documented on district-approved forms.

**Table 4: Observation Schedule for Tenured Employees \***

Year One	Year Two	Year Three
Mini-observations by April 1st	Mini-observations by April 1st	Full /formal observation by primary evaluator and a peer observation by April 1st Peer Observation

Timeline will be tentative based on any adjustment of the calendar year. The District Evaluation Plan Point of Contact will notify all staff if any adjustments are made to the evaluation timeline(s).

**Table 5: Observation Schedule for Non-Tenured Employees \***

Every Year
Mini-observations by primary evaluator by October 31st
Mini-observations by primary evaluator by December 31st
Peer observation by certified peer teacher between orientation and April 1st
Full/Formal observation by primary evaluator by April 1st

Timeline will be tentative based on any adjustment of the calendar year. The District Evaluation Plan Point of Contact will notify all staff if any adjustments are made to the evaluation timeline(s).

### **Observation Timeline for Late Hires, Emergency Leaves of Absence, and Board Approved Leaves of Absence (tenured and non-tenured) \***

Teachers hired during the first semester of instruction will complete all components of the observation schedule. Teachers hired during the third quarter of instruction will receive one-mini and one full/formal observation from the primary evaluator. Teachers hired during the fourth quarter of instruction will receive one-mini observation by the primary evaluator.

An evaluatee who takes a leave of absence before the completion of their evaluation cycle will have their evaluation cycle adjusted by the District Evaluation Plan Point of Contact. The primary evaluator is responsible for contacting the plan Point of Contact.

**\*Additional observation(s) may be conducted if deemed necessary by the primary evaluator. If the overall rating for a full/formal observation result yields an ineffective rating for any Performance Measure, a corrective action plan shall be developed and additional observation(s) shall be required. The frequency and type of additional observation(s) will be left to the discretion of the primary evaluator and the District Evaluation Point of Contact.**

## Observation Conferencing

### Required

Observers will adhere to the following observation conferencing requirements:

- Full/Formal – The full/formal observation will be scheduled at least 2 working days prior to the observation and the teacher notified of the pending observation. An **electronic or person-to-person** pre-conference communication will take place at least one working day prior to the observation. A **person-to-person post-observation conference** will be conducted within 5 working days after the full/formal observation.

All data will be entered onto the district-approved form. If the post-observation conference is not held within the 5 working days, another full/formal observation may be scheduled.

- Mini – An **electronic or person-to-person** pre-conference communication will take place at least one working day prior to the observation. A **person-to-person**, post-observation conference will be conducted within 5 working days after the mini-observation. If the post-observation conference is not held within the 5 working days, another mini observation may be conducted. All data will be entered onto the district-approved form.

### Summative

o The summative evaluation conference shall be held at the end of the evaluation cycle. During the summative conference, observation results from all mini and full/formal observations and other evidence in the cycle will be reviewed so that an overall performance rating for all Performance Measures in the Ky Framework for Teaching can be determined.

o The summative evaluation form will be completed by April 30 of the summative evaluation year. The summative evaluation form will include an overall rating for each Performance Measure as well as an overall performance rating for the evaluation cycle.

o The summative evaluation form shall be signed by both the primary evaluator and evaluatee. The evaluatee will also be provided a copy of the summative evaluation form. The evaluatee will be provided the opportunity, within 5 days of the summative evaluation, to submit a written statement in response to the summative rating. The response will be included in the official personnel record. The summative evaluation form shall be included in the district teacher personnel file by June 15 of each year.

### Observer Certification

All administrators as a primary evaluator must complete the Initial Certified Evaluation Training provided by KDE and annual district certified/classified EILA approved (6 hours) calibration training prior to conducting observations for the purpose of evaluation.

Calibration training must include how evaluators will receive training, support, and/or resources for the following (KRS 156.557 and 704 KAR 3:370):

- Effective observation and conferencing techniques when using observation to evaluate personnel
- Providing clear and timely feedback
- Establishing and assisting with professional growth plan
- Summative decision techniques
- Ensuring consistent and reliable ratings

\*Administrators who are evaluating first year teachers must also complete the current KTIP requirements, if applicable.

## **Formative Employee Rating**

Evidence documenting professional practice is situated within one or more of the four Performance Measures of the framework. Performance is rated for each component according to four performance levels: Ineffective (I), Developing (D), Accomplished (A), and Exemplary (E). Multiple sources of evidence shall be used to the formative rating. Sources of evidence will be cited on the formative evaluation document.

Each performance measure will be holistically scored using the Kentucky Framework for Teaching (Ky FfT) and Other Professionals Framework. Primary evaluators will be using professional judgement to assign an overall rating for the formative evaluation.

### **Required**

- Observation (mini, full formal, peer, classroom, site visit)
- PGP
- Post Observation Document / Self Reflection

### **Optional**

- Additional sources of evidence from page 8 of the CEP or KDE link provided.

## **Summative Employee Rating**

Evidence documenting professional practice is situated within one or more of the four Performance Measure of the Ky Framework for Teaching. Performance is rated for each component according to four performance levels: Ineffective (I), Developing (D), Accomplished (A), and Exemplary (E). Multiple sources of evidence shall be used to the formative rating. Sources of evidence will be cited on the summative evaluation document.

Each Performance Measure will be holistically scored using the Kentucky Framework for Teaching. Primary evaluators will be using professional judgement to assign an overall rating for the summative evaluation.

### **Required**

- Formative Evaluation Results (2-mini and 1-full formal)
- PGP
- Post Observation Conference / Self-Reflection

### **Optional**

- Additional sources of evidence from page 8 of the CEP or KDE link provided.



**Table 6: Timeline for Tenured Employees**

<b>Year One</b>	<b>Year Two</b>	<b>Year Three</b>
Orientation for employees no later than the end of the first 30 calendar days of reporting for employment	Orientation for employees no later than the end of the first 30 calendar days of reporting for employment	Orientation for employees no later than the end of the first 30 calendar days of reporting for employment
Assignment of Primary Evaluator (9/1)	Assignment of Primary Evaluator (9/1)	Assignment of Primary Evaluator (9/1)
Professional Growth Plan (10/31)	Professional Growth Plan (10/31)	Professional Growth Plan (10/31)
Implementation/Reflection on progress and impact of the plan on his/her professional practice. Modifies plan as appropriate. Continued implementation and ongoing reflection. (Nov-April 30)	Implementation/Reflection on progress and impact of the plan on his/her professional practice. Modifies plan as appropriate. Continued implementation and ongoing reflection. (Nov-April 30)	Implementation/Reflection on progress and impact of the plan on his/her professional practice. Modifies plan as appropriate. Continued implementation and ongoing reflection. (Nov-April 30)
An annual review will be completed on the Professional Growth Plan. A summative reflection on the degree of goal attainment and implications for next steps shall be noted. (April 30)	An annual review will be completed on the Professional Growth Plan. A summative reflection on the degree of goal attainment and implications for next steps shall be noted. (April 30)	An annual review will be completed on the Professional Growth Plan. A summative reflection on the degree of goal attainment and implications for next steps shall be noted. (April 30)
One mini—Primary evaluator (4/15)	One mini—Primary evaluator (4/15)	One formal/full observation by primary evaluator and peer observation (3/15)
Primary evaluator recommends reemployment/termination to Superintendent (3/15)	Primary evaluator recommends reemployment/termination to Superintendent (3/15)	Summative Evaluation completed (3/15)
		Primary evaluator recommends reemployment/termination to Superintendent (3/15)
		Summative Evaluation Form submitted to Personnel Office (5/1)

Timeline will be tentative based on any adjustment of the calendar year. The District Evaluation Plan Point of Contact will notify all staff if any adjustments are made to the evaluation timeline(s).

Observations may begin 30 days after the first day of teacher employment or as soon as staff is trained on the Certified Evaluation Plan.

See page 22 for teacher/OP formative and summative observation documents.

**Table 7: Timeline for Non-Tenured Employees**

<b>Every Year</b>
<b>Orientation for employees no later than the end of the first 30 calendar days of reporting for employment. Assignment of Primary Evaluator (9/1)</b>
<b>Professional Growth Plan (10/31)</b>
<b>Two mini observations by primary evaluator (10/31 and 12/31)</b>
<b>Implementation/Reflection on progress and impact of the plan on his/her professional practice. PGP is modified after second mini-observation is completed. (Sept-January)</b>
<b>Professional Growth Plan shall be reviewed. Summative reflection on the degree of goal attainment and implications for next step will be point of discussion at meeting with primary evaluator. (April 30)</b>
<b>One full/formal observation by primary evaluator and Peer observation by peer observer (4/1)</b>
<b>Assignment of an overall summative rating (3/15)</b>
<b>Primary evaluator recommends reemployment/termination to Superintendent (3/15)</b>
<b>Summative Evaluation Report submitted to Personnel Office (5/1)</b>

Timeline will be tentative based on any adjustment of the calendar year. The District Evaluation Plan Point of Contact will notify all staff if any adjustments are made to the evaluation timeline(s).

**Observations may begin 30 days after the first day of teacher employment or as soon as staff is trained on the Certified Evaluation Plan.**

### **Evaluation Appeals Process**

The evaluation appeals panel must include:

- Two (2) members elected by certified employees
- One (1) member appointed by the board of education

An employee has the right to an evaluation appeal. The rights and procedures are:

- A right to a hearing for every appeal
- An opportunity five (5) days in advance of the hearing for the evaluator and evaluatee to adequately review all documents that are to be presented to the panel
- A right to have the evaluatee's chosen representative present at the hearing

**See page 59 for Appeals Process Documents**

### **Corrective Action/Assistance Plans for Certified Employees**

A corrective action plan is to be completed by the evaluator (with discussion and assistance from the evaluatee) as it relates to an inadequate or "ineffective" on any one Domain or more from the Formative Evaluation. The evaluator and evaluatee must identify corrective action goals and objectives; procedures and activities designed to achieve the goals; and targeted dates for appraising the evaluatee's improvement of the standard. It is the evaluator's responsibility to document all actions taken to assist the evaluatee in improving his/her performance.

\*Corrective action plans may be implemented at principal discretion if a pattern of "developing" ratings is received over time. Principal will consult district instructional administrator before assigning corrective action.

See Corrective Action/Assistance Plan Documents on page 63.

## **Principals Evaluation Plan Overview**

### **(Principal and Assistant Principal)**

The vision for the Principals Evaluation Plan (PEP) is to have every school led by an effective principal. The goal is to create a fair and equitable system to measure leader effectiveness and act as a catalyst for professional growth.

### **Principal Performance Standards**

The Principal Performance Standards are designed to support student achievement and professional best-practice through the standards of Instructional Leadership; School Climate; Human Resource Management; Organizational Management; Communication & Community Relations; and Professionalism. Included in the Performance Standards are Performance Indicators that provide examples of observable, tangible behaviors that provide evidence of each standard. The Performance Standards provide the structure for feedback for continuous improvement through individual goals that target professional growth, thus supporting overall student achievement and school improvement. Evidence supporting a evaluatee's professional practice will be situated within one or more of the six standards. Performance will be rated for each performance measure according to the four performance levels: Ineffective (I), Developing (D), Accomplished (A), and Exemplary (E). It is projected that most principals or assistant principals will maintain an Accomplished rating, but will occasionally have exemplary performance on standards at any given time. The summative rating will be a holistic representation of performance, combining data from multiple sources of evidence across each standard. See pages 46-50 for Principal Performance Standards

The use of professional judgment based on multiple sources of evidence promotes a more holistic and comprehensive analysis of practice, rather than over-reliance on one individual data point or rote calculation of practice based on predetermined formulas. Primary evaluators will also take into account how evaluatees respond to or apply additional supports and resources designed to promote student learning, as well as their own professional growth and development. Finally, professional judgment gives primary evaluators the flexibility to account for a wide variety of factors related to individual evaluatee's performance. These factors may include school-specific priorities that may drive practice in one standard, an educator's number of goals, experience level and/or leadership opportunities. Contextual variables may also impact the learning environment, such as unanticipated outside events or traumas.

Primary evaluators must use the following categories of evidence in determining overall ratings:

#### **Required Sources of Evidence**

- Professional Growth Planning and Self-Reflection
- Site-Visits / WorkPlace Visits

#### **Optional**

Primary evaluators may use the following categories of evidence in determining overall ratings:

- Val-Ed 360°
- TELL Survey
- Other Measures of Student Learning
- Products of Practice
- Other Sources

### **Professional Growth Planning**

**Completed by Principals and Assistant Principals**

The Professional Growth Plan (PGP) will address realistic, focused, and measurable professional goals. The plan will connect data from multiple sources including site-visit conferences, data on student growth and achievement, and professional growth needs identified through self-assessment and reflection. Self-reflection improves principal

practice through ongoing, careful consideration of the impact of leadership practice on student growth and achievement. A Principal/Assistant Principal/Dean Professional Growth Plan may be directed or self-directed.

### **Directed Growth Plan**

Goal(s) are determined by the primary evaluator and shall focus on an area of professional practice.

### **Self-Directed Growth Plan**

Goal(s) are set by the employee, with input from the primary evaluator.

### **Required**

- All principals and assistant principals will participate in self-reflection and professional growth planning each year. Professional growth plans will include professional growth goals. Late hires must have their PGP submitted within 30 days of hire.
- Employees who do not fulfill their contractual obligations for completing professional development or EILA hours shall be placed on a corrective action plan.

### **Site Visit/Workplace Visit**

**Completed by Primary Evaluator of Principal and Assistant Principal**  
**For this section the term "Principal" includes Assistant Principal.**

Site / workplace visits are a method by which the primary evaluator may gain insight into the principal's practice in relation to the standards. During a site visit, the primary evaluator will discuss various aspects of the job with the principal, and will use the principal's responses to determine issues to further explore with the faculty and staff. Additionally, the principal may explain the successes and trials the school community has experienced in relation to Improvement.

### **Required**

- Site visits will be conducted at least twice each year with the results reported on the district-approved forms. (Formal site-visits are not required for the assistant principal)
- A Principal hired after the start of the school year will be required to complete both site visits. Both could be conducted during the second semester if the hire date prohibited the Superintendent or designee from completing the first site visit during the first semester.
- Principals will evaluate Assistant Principals using the district-approved form.

### **Principal Workplace Visit Conferencing**

At least 3 conferences will take place between Primary Evaluator and Evaluatee throughout the year.

#### **1. Beginning of the Year Collaborative Conference (Conducted by September 30.)**

- Purpose of the Meeting
- Discuss reflections of data
- Discuss reflections of the Principal Performance Standards
- Discuss and come to agreement on the Professional Growth Plan
- Questions/Concerns/Comments
- Set tentative date for first site visit
- All documentation completed on district approved forms and a copy provided to the evaluatee

#### **2. 1st Site Visit Post-Conference (To be completed within 30 calendar days of first site visit.)**

- Purpose of Meeting
- Discuss first observation/site visit and provide feedback
- Discuss documentation of each standard-determine if any other documentation is needed
- Questions/Concerns/Comments
- Set tentative date for second site visit

- All documentation completed on district approved forms and a copy provided to the evaluatee

3. 2nd Site Visit Post-Conference (To be completed within 30 calendar days of the second site visit.)

- Purpose of Meeting
- Discuss second observation/site visit and provide feedback
- Review connections to Principal Performance Standards
- Share progress toward Professional Growth Plan
- Discuss progress of each standard-determine if any other documentation is needed
- Questions/Concerns/Comments
- Overall Performance Category determined and Summative Evaluation completed. A copy shall be provided to the evaluatee.

Completed by July 31	Superintendent assigns Primary Evaluator for each Principal
Completed by August 15	Primary Evaluator reviews expectations of PEP
Completed by September 30 (All documentation completed and Primary Evaluator approval given through district approved form.)	Conference with Principal to develop their Professional Growth Plan Goal(s), connections to Principal Performance Standards, and discuss site visit as well as modify any strategies.
August to November (All documentation completed and Primary Evaluator approval given through district approved form.)	Primary Evaluator Conducts a 1st Site Visit / Workplace Visit
(Post site visit / Workplace visit conferences conducted within 30 calendar days)	1st Site Visit / Work Place Visit post-conference with Principal to review Professional Growth Plan Goal(s), connections to Principal Performance Standards, and discuss site visit as well as modify any strategies.
Completed by March 30 (All documentation completed and Primary Evaluator approval given through district approved form.)	Primary Evaluator completes 2nd Site Visit / Work Place Visit
(Post site visit / workplace visit conferences conducted within 30 calendar days)	2nd Site Visit / Work Place Visit post-conference with Principal to review their Professional Growth Plan Goal(s), connections to Principal Performance Standards, and discuss site visit as well as modify any strategies. Summative Evaluation completed on District approved form.
Completed by June 15	Paperwork filed with Personnel Office

Additional Conferences may be held as deemed necessary to monitor PGP process. All dates are tentative based on the adjustment of the school calendar. The District Evaluation Plan Point of Contact will notify all staff if any adjustments are made to the evaluation timeline(s).

Principals shall adhere to the same evaluation timeline for evaluating their Assistant Principals.

## **Formative Evaluation Rating**

### **(Principals, Assistant Principals)**

Evidence documenting professional practice is situated within the six Principal Performance Standards arranged in the four performance measures of Planning, Environment, Instruction, and Professionalism. Performance is rated for each performance measure according to four performance levels: Ineffective (I), Developing (D), Accomplished (A), and Exemplary (E). Multiple sources of evidence shall be used to the formative rating. Sources of evidence will be cited on the formative evaluation document.

Each performance measure will be holistically scored using the Principal Performance Standards. Primary evaluators will be using professional judgement to assign an overall rating for the formative evaluation.

#### **Required**

- PGP
- Site / Work Place Visit
- Post Site Visit Conference Self Reflection
- Other Sources of Evidence

## **Summative Evaluation Rating**

### **(Principals, Assistant Principals, and Deans)**

- The summative evaluation conference shall be held at the end of the evaluation cycle. During the summative conference, observation results from site/work place visits and other evidence in the cycle will be reviewed so that an overall performance rating for all principal performance measures can be determined.
- The summative evaluation form will be completed by June 15 of each year. The summative evaluation form will include an overall rating for each standard as well as an overall performance rating for the evaluation cycle.
- The summative evaluation form shall be signed by both primary evaluator and evaluatee. The summative evaluation form shall be included in the district personnel file by June 15 of each year. The evaluatee will also be provided a copy of the summative evaluation form.

#### **For Principals**

- The Superintendent/designee will determine the overall performance rating for each Principal on each performance measure. Performance is rated for each performance measure according to four performance levels: Ineffective (I), Developing (D), Accomplished (A), and Exemplary (E). Multiple sources of evidence shall be used to determine the summative rating. The Superintendent/designee will adhere to the PEP Timeline.

#### **Required**

- PGP
- Formative Evaluation results

#### **Optional**

- Additional sources of evidence from page 8 of the CEP.
- Evidence provided by evaluator or evaluatee.

#### **For Assistant Principals**

- The Principal will determine the overall performance measure for each Assistant Principal. Performance is rated for each performance measure according to four performance levels: Ineffective (I), Developing (D), Accomplished (A), and Exemplary (E). Multiple sources of evidence shall be used to determine the

Summative rating. The Principal will adhere to the PEP Timeline.

### **Required**

- PGP
- Formative Evaluation results

### **Optional**

- Additional sources of evidence from page 8 of the CEP.
- Evidence provided by evaluator or evaluatee.

### **Corrective Action/Assistance Plans for Principal/Assistant Principal**

A corrective action plan is to be completed by the evaluator (with discussion and assistance from the evaluatee) as it relates to an inadequate or “ineffective” on any one Standard on the Principal Performance Standards from the Workplace Visit Formative Evaluation. The evaluator and evaluatee must identify corrective action goals and objectives; procedures and activities designed to achieve the goals; and targeted dates for appraising the evaluatee’s improvement of the standard. It is the evaluator’s responsibility to document all actions taken to assist the evaluatee in improving his/her performance.

\*Corrective action plans may be implemented at superintendent or superintendent designee discretion if a pattern of “developing” ratings is received over time.

See Corrective Action/Assistance Plan Documents on page 63.

# Teacher and Other Professionals Evaluation Documents

Peer Observation Documentation to Evaluator  
Peer Observation Post Conference  
Self-Reflection and Professional Growth Goal Setting  
Teacher **Formative** Evaluation Form  
Teacher **Summative** Evaluation Form  
Other Professional **Summative** Evaluation Form  
Guidance Counselor **Formative** Evaluation Form  
Librarian **Formative** Evaluation Form  
School Psychologist **Formative** Evaluation Form  
Therapeutic Specialist **Formative** Evaluation Form

Primary evaluators may contact the District Evaluation Plan Point of Contact for access to electronic versions of selected evaluation plan documents.



## Peer Observation - Documentation to Evaluator

(Submit this ONE PAGE to primary evaluator)

Teacher/Other Professional Name:	
Observation Date:	
School:	
Grade level/Subject:	
Peer Observer:	
Date of post-conference:	

Submit this documentation form to the primary evaluator of the teacher/other professional. This form indicates that the appropriate peer observation was conducted for the summative year for the identified teacher/other professional.

### Notes to consider:

- Peer observation was scheduled and any requested pre-conference was completed.
- Peer observation occurred with peer looking for evidence and feedback in the area(s) the teacher/other professional specified.
- Post conference discussion was held where peer observer could provide teacher/other professional with feedback from lesson.
- Appropriate forms were signed and both the peer and teacher/other professional have copies for their records.

\_\_\_\_\_  
Teacher/Other Professional's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Peer Observer's Signature

\_\_\_\_\_  
Date

### Received by primary evaluator:

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

## Peer Observation - Post Conference

<b>Teacher/Other Professional Name:</b>		<b>School:</b>	
<b>Observation date:</b>		<b>Grade level/subject:</b>	
<b>Peer observer:</b>		<b>Date of conference:</b>	

For each of the following standards, reflect on the lesson that was observed using the following guiding questions to focus your reflections:

In general, how successful was the lesson? Did the students achieve any learning targets? How do you know, and what will you do for the students who did not?	
In addition to the student work witnessed by the observer, what other student work samples, evidence, or artifacts assisted you in making your determination for question one?	
To what extent did classroom procedures, student conduct, and physical space contribute to or hinder student learning?	
Did you depart from your plan? If so, why and how?	
If you had an opportunity to teach this lesson again to the same group of students, what would you do differently, and why?	
What do you see as the next step(s) in your professional growth for addressing the needs you have identified through personal reflection?	

**Peer Observers Feedback for Domains 2 & 3:** (for formative purposes, shared with teacher/other professional only using the Ky. Framework for Teaching)

Domain 2: Classroom Environment	Evidence:	Domain 3: Instruction	Evidence:
A. Creating an Environment of Respect and Rapport		A. Communicating with Students	
B. Establishing a Culture of Learning		B. Questioning and Discussion Techniques	
C. Managing Classroom Procedures		C. Engaging Students in Learning	
D. Managing Student Behavior		D. Using Assessment in Instruction	
E. Organizing Physical Space		E. Demonstrating Flexibility and Responsiveness	

*\*For other professionals, use appropriate Framework & Guidance*

\_\_\_\_\_  
Teacher Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Peer Observer Signature:

\_\_\_\_\_  
Date:

**Todd County**  
**Self Reflection and Professional Growth Planning**  
 School Year 20 \_\_ - 20 \_\_

<b>Teacher</b>	
<b>School</b>	
<b>Grade Level/Subject(s)</b>	

**Self Reflection - Establishing Priority Growth Needs**

Domain Components		Self Assessment				Rationale
<b>Domain 1: Planning and Preparation</b>	A. Demonstrating Knowledge of Content and Pedagogy	I	D	A	E	
	B. Demonstrating Knowledge of Students	I	D	A	E	
	C. Selecting Instructional Outcomes	I	D	A	E	
	D. Demonstrating Knowledge of Resources	I	D	A	E	
	E. Designing Coherent Instruction	I	D	A	E	
	F. Designing Student Assessment	I	D	A	E	

Domain Components		Self Assessment				Rationale
<b>Domain 2: Classroom Environment</b>	A. Creating an Environment of Respect and Rapport	I	D	A	E	
	B. Establishing a Culture for Learning	I	D	A	E	
	C. Managing Classroom Procedures	I	D	A	E	
	D. Managing Student Behavior	I	D	A	E	
	E. Organizing Physical Space	I	D	A	E	

Domain Components		Self Assessment				Rationale
<b>Domain 3: Instruction</b>	A. Communicating with Students	I	D	A	E	
	B. Using Questioning and Discussion	I	D	A	E	
	C. Engaging Students in Learning	I	D	A	E	

	D. Using Assessment in Instruction	I	D	A	E	
	E. Demonstrating Flexibility and Responsiveness	I	D	A	E	

Domain Components		Self Assessment				Rationale
<b>Domain 4: Professional Responsibilities</b>	A. Reflecting on Teaching	I	D	A	E	
	B. Maintaining Accurate Records	I	D	A	E	
	C. Communicating with Families	I	D	A	E	
	D. Participating in a Professional Community	I	D	A	E	
	E. Growing and Developing Professionally	I	D	A	E	
	F. Demonstrating Professionalism	I	D	A	E	

### **Professional Learning, Growth Goal, and Action Planning**

Domain	Component for Professional Growth Circle/Highlight Professional Growth Priority Components from Self Reflection						Select <u>ONE</u> component from those circled for focused professional growth goal development
1: Planning and Preparation	1A	1B	1C	1D	1F	1G	
2: Classroom Environment	2A	2B	2C	2D	2F		
3: Instruction	3A	3B	3C	3D	3F		
4: Professional Responsibilities	4A	4B	4C	4D	4F	4G	
Circle/Highlight Current Level of Performance for the Selected Growth Goal Component							I          D          A          E

### **Professional Growth Goal**

<p>*What do I want to change about my instruction that will effectively impact student learning?</p> <p>*What is my personal learning necessary to make that change?</p> <p>*What are the measures of success?</p>	
--	--

### **Professional Development/Learning Action Plan**

Steps for Professional Learning Toward Goal	Resources/Support	Target Completion Date
Measures of Goal Attainment (Tools/Instruments)		
Expected Student Learning Impact		
<b>Demonstration of Goal</b> <i>Identify (by circling/highlighting) the documentation intended to demonstrate your professional growth.</i>		
Artifacts	Data Analysis	Ongoing Self Reflection
Certificate of Completion	Collaboration with Colleagues	Observation/Walkthrough
PLC Documents	Student Work	Other:

Professional Development/Learning Goal and Action Plan Approval	
Teacher Signature:	Date:
Administrator Signature:	Date:

**Review and Reflection Meetings - Progress Toward Professional Goal (optional)**

Reflection Questions	Reflections

<p><b>*What progress are you making toward your goal?</b></p> <p><b>*What part of the action plan has helped with progress toward the goal? Do you need to add to or modify the action plan?</b></p>	
--	--

Date	Status of Professional Growth Goal	Revisions/Modifications	Admin. initials	Teacher initials

**End-of-Year Reflection Meeting - Level of Attainment for Professional Growth Goal**

Reflection Questions	End-of-Year Reflection on Progress Toward Professional Goal
*To what extent did you achieve your goal?	
<b>Next Steps/Notes for Future Professional Growth</b>	

End-of-Year Reflection Meeting	
Teacher Signature:	Date:
Administrator Signature:	Date:

**TODD COUNTY SCHOOLS**  
Teacher **Formative** Evaluation Document

Employee Name / Employee ID#	
Cycle	
School	
Grade Level/Subject(s)	
Observer	
Date of Observation	
Date of Post Observation Conference	

Indicate the overall rating for each Performance Measure: Ineffective (I), Developing (D), Accomplished (A), or Exemplary (E)

	I	D	A	E
<b>Planning and Preparation (for full evaluations only)</b>				
<b>1A - Demonstrating Knowledge of Content and Pedagogy</b> <b>1B - Demonstrating Knowledge of Students</b> <b>1C - Setting Instructional Outcomes</b> <b>1D - Demonstrating Knowledge of Resources</b> <b>1E - Designing Coherent Instruction</b> <b>1F - Designing Student Assessments</b>				
<b>Sources:</b>				
<b>Comments:</b>				

	I	D	A	E
<b>Classroom Environment</b>				
<b>2A - Creating an Environment of Respect and Rapport</b> <b>2B - Establishing a Culture for Learning</b> <b>2C - Managing Classroom Procedures</b> <b>2D - Managing Student Behavior</b> <b>2E - Organizing Physical Space</b>				
<b>Sources:</b>				
<b>Comments:</b>				

	I	D	A	E
<b>Instruction</b>				
3A - Communicating with Students 3B - Using Questioning and Discussion Techniques 3C - Engaging Students in Learning 3D - Using Assessment in Instruction 3E - Demonstrating Flexibility and Responsiveness				
<b>Sources:</b>				
<b>Comments:</b>				

	I	D	A	E
<b>Professional Responsibilities (for full evaluations only)</b>				
4A - Reflecting on Teaching 4B - Maintaining Accurate Records 4C - Communicating with Families 4D - Participating in the Professional Community 4E - Growing and Developing Professionally 4F - Showing Professionalism				
<b>Sources:</b>				
<b>Comments:</b>				

**Additional Comments:**

Professional Growth Plan Review:
<b>Summary Primary Evaluator Comments:</b>
<b>Summary Evaluatee Comments:</b>

\_\_\_\_\_  
Evaluatee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date



**TODD COUNTY SCHOOLS**  
Teacher Employee **Summative** Evaluation Form

Employee Name / Employee ID#	
Cycle	
School	
Grade Level/Subject(s)	
Observer	
Date of Observation (s)	
Date of Summative Conference	

Indicate the overall rating for each Performance Measure: Ineffective (I), Developing (D), Accomplished (A), or Exemplary (E)

	I	D	A	E
<b>Planning and Preparation</b>				
<b>Classroom Environment</b>				
<b>Instruction</b>				
<b>Professional Responsibilities</b>				
<b>Overall Rating:</b>				
<b>Professional Growth Plan Review:</b>				
<b>Summary Primary Evaluator Comments:</b>				
<b>Summary Evaluatee Comments:</b>				

Evaluatee (please check appropriate line): \_\_\_\_\_ I agree with this summative evaluation

\_\_\_\_\_ I disagree with this summative evaluation

\_\_\_\_\_  
Evaluatee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

**TODD COUNTY SCHOOLS**  
Other Professional Summative Evaluation Form

Employee Name / Employee ID#	
Cycle	
School	
Grade Level/Subject(s)	
Observer	
Date of Observation (s)	
Date of Summative Conference	

Indicate the overall rating for each Performance Measure: Ineffective (I), Developing (D), Accomplished (A), or Exemplary (E)

	I	D	A	E
<b>Planning and Preparation</b>				
<b>Environment</b>				
<b>Instruction (Delivery of Service)</b>				
<b>Professional Responsibilities</b>				
<b>Overall Rating:</b>				
<b>Professional Growth Plan Review:</b>				
<b>Summary Primary Evaluator Comments:</b>				
<b>Summary Evaluatee Comments:</b>				

Evaluatee (please check appropriate line): \_\_\_\_\_ I agree with this summative evaluation

\_\_\_\_\_ I disagree with this summative evaluation

\_\_\_\_\_  
Evaluatee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

**TODD COUNTY SCHOOLS**  
Guidance Counselor Formative Evaluation Document

Employee Name / Employee ID#	
Cycle	
School	
Grade Level/Subject(s)	
Observer	
Date of Observation	
Date of Post Observation Conference	

Indicate the overall rating for each Performance Measure: Ineffective (I), Developing (D), Accomplished (A), or Exemplary (E)

	I	D	A	E
<b>Planning and Preparation (for full evaluations only)</b>				
<b>1A - Demonstrating knowledge of counseling theory and techniques</b> <b>1B - Demonstrating knowledge of child and adolescent development</b> <b>1C - Establishing goals for the counseling program appropriate to the setting and the students served</b> <b>1D - Demonstrating knowledge of state and federal regulations and of resources both within and beyond the school and district</b> <b>1E - Plan in the counseling program integrated with the regular school program</b> <b>1F - Developing a plan to evaluate the counseling program</b>				
<b>Sources:</b>				
<b>Comments:</b>				

	I	D	A	E
<b>Environment</b>				
<b>2A - Creating an environment of respect and rapport</b> <b>2B - Establishing a culture for productive communication</b> <b>2C - Managing routines and procedures</b> <b>2D - Establishing standards of conduct and contributing to the culture for student behavior throughout the school</b> <b>2E - Organizing physical space</b>				
<b>Sources:</b>				
<b>Comments:</b>				

	I	D	A	E
<b>Instruction (Delivery of Instruction)</b>				
3A - Assessing student needs 3B - Assisting students and teachers in the formulation of academic personal social and career plans based on knowledge of student needs 3C - Using counseling text makes an individual and classroom programs 3D - Brokering resources to meet needs 3E - Demonstrating flexibility and responsiveness				
<b>Sources:</b>				
<b>Comments:</b>				

	I	D	A	E
<b>Professional Responsibilities (for full evaluations only)</b>				
4A - Reflecting on practice 4B - Maintaining records and submitting them in a timely fashion 4C - Communicating with families 4D - Participating in a professional community 4E - Engaging in professional development 4F - Showing professionalism				
<b>Sources:</b>				
<b>Comments:</b>				

**Additional Comments:**

Professional Growth Plan Review:
<b>Summary Primary Evaluator Comments:</b>
<b>Summary Evaluatee Comments:</b>

\_\_\_\_\_  
Evaluatee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

TODD COUNTY SCHOOLS  
Librarian Formative Evaluation Document

Employee Name / Employee ID#	
Cycle	
School	
Grade Level/Subject(s)	
Observer	
Date of Observation	
Date of Post Observation Conference	

Indicate the overall rating for each Performance Measure: Ineffective (I), Developing (D), Accomplished (A), or Exemplary (E)

	I	D	A	E
<b>Planning and Preparation (for full evaluations only)</b>				
<b>1A - Demonstrating Knowledge of Content Curriculum and Process</b> <b>1B - Demonstrating Knowledge of Students</b> <b>1C - Supporting Instructional Goals</b> <b>1D - Demonstrating Knowledge and Use of Resources</b> <b>1E - Demonstrating a Knowledge of Literature and Lifelong Learning</b> <b>1F - Collaborating in the Design of Instructional Experiences</b>				
<b>Sources:</b>				
<b>Comments:</b>				

	I	D	A	E
<b>Environment</b>				
<b>2A- Creating an environment of respect and rapport</b> <b>2B - Establishing a Culture for Learning</b> <b>2C - Managing Library Procedures</b> <b>2D - Managing student behavior</b> <b>2E - Organizing physical space</b>				
<b>Sources:</b>				
<b>Comments:</b>				

	I	D	A	E
<b>Instruction (Delivery of Instruction)</b>				
3A - Communicating Clearly and Accurately 3B - Using Questioning and Research Techniques 3C - Engaging Students in Learning 3D - Assessment in Instruction (whole class, one-on-one and small group) 3E - Demonstrating Flexibility and Responsiveness				
<b>Sources:</b>				
<b>Comments:</b>				

	I	D	A	E
<b>Professional Responsibilities (for full evaluations only)</b>				
4A - Reflecting on Practice 4B - Maintaining Accurate Records 4C - Communicating with School Staff and Community 4D - Participating in a Professional Community 4E - Growing and Developing Professionally 4F - Collection Development and Maintenance 4G - Managing the Library Budget 4H - Managing Personnel 4I - Professional ethics				
<b>Sources:</b>				
<b>Comments:</b>				

**Additional Comments:**

Professional Growth Plan Review:
<b>Summary Primary Evaluator Comments:</b>
<b>Summary Evaluatee Comments:</b>

\_\_\_\_\_  
Evaluatee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

**TODD COUNTY SCHOOLS**  
**School Psychologist Formative Evaluation Document**

Employee Name / Employee ID#	
Cycle	
School	
Grade Level/Subject(s)	
Observer	
Date of Observation	
Date of Post Observation Conference	

Indicate the overall rating for each Performance Measure: Ineffective (I), Developing (D), Accomplished (A), or Exemplary (E)

	I	D	A	E
<b>Planning and Preparation (for full evaluations only)</b>				
<b>1A - Demonstrating knowledge and skill in using psychological instruments to evaluate students</b> <b>1B - Demonstrating knowledge of child and adolescent development and psychopathology</b> <b>1C - Establishing goals for the psychology program appropriate to the setting and the students served</b> <b>1D - Demonstrating knowledge of state and federal regulations and the resources both within and beyond the school and district</b> <b>1E - Planning the psychology program integrated with the regular school program to meet the needs of individual students and including prevention</b> <b>1F - Developing a plan to evaluate the psychology program</b>				
<b>Sources:</b>				
<b>Comments:</b>				

	I	D	A	E
<b>Environment</b>				
<b>2A - Establishing rapport with students</b> <b>2B - Establishing a culture for positive mental health throughout the school</b> <b>2C - Establishing and maintaining clear procedures for referrals</b> <b>2D - Establishing standards of conduct in the testing center</b> <b>2E - Organizing physical space for testing the students and storage of materials</b>				
<b>Sources:</b>				
<b>Comments:</b>				

	I	D	A	E
<b>Instruction (Delivery of Service)</b>				
3A - Responding to referrals consulting with teachers and administrators 3B - Evaluating student needs and compliance with national Association of school psychologists NASP guidelines 3C - Chairing evaluation team 3D - Planning interventions to maximize student's likelihood of success 3E - Maintaining contact with physicians and community mental health service providers 3F - Demonstrating flexibility and responsiveness				
<b>Sources:</b>				
<b>Comments:</b>				

	I	D	A	E
<b>Professional Responsibilities (for full evaluations only)</b>				
4A - Reflecting on practice 4B - Communicating with families 4C - Maintaining accurate records 4D - Participating in a professional community 4E - Engaging in professional development 4F - Showing professionalism				
<b>Sources:</b>				
<b>Comments:</b>				

**Additional Comments:**

Professional Growth Plan Review:
<b>Summary Primary Evaluator Comments:</b>
<b>Summary Evaluatee Comments:</b>

\_\_\_\_\_  
Evaluatee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date



**TODD COUNTY SCHOOLS**  
**Therapeutic Specialist Formative Evaluation Document**

Employee Name / Employee ID#	
Cycle	
School	
Grade Level/Subject(s)	
Observer	
Date of Observation	
Date of Post Observation Conference	

Indicate the overall rating for each Performance Measure: Ineffective (I), Developing (D), Accomplished (A), or Exemplary (E)

	I	D	A	E
<b>Planning and Preparation (for full evaluations only)</b>				
<b>1A - Demonstrating knowledge and skill in the specialist therapy area holding the relevant certificate or license</b> <b>1B - Establishing goals for the therapy program appropriate to the setting and the students served</b> <b>1C - Demonstrating knowledge of District state and federal regulations and guidelines</b> <b>1D - Demonstrating knowledge of resources both within and beyond the school and district</b> <b>1E - Planning the therapy program integrated with the regular school program to meet the needs of individual students</b> <b>1F - Developing a plan to evaluate the therapy program</b>				
<b>Sources:</b>				
<b>Comments:</b>				

	I	D	A	E
<b>Environment</b>				
<b>2A - Establishing rapport with students</b> <b>2B - Organizing time effectively</b> <b>2C - Establishing and maintaining clear procedures for referrals</b> <b>2D - Establishing standards of conduct in the treatment center</b> <b>2E - Organizing physical space for testing of students and providing therapy</b>				
<b>Sources:</b>				
<b>Comments:</b>				

	I	D	A	E
<b>Instruction (Delivery of Instruction)</b>				
3A - Responding to referrals and evaluating student needs 3B - Developing and implementing treatment plans to maximize student s success 3C - Communicating with families 3D - Collecting information; writing reports 3E - Demonstrating flexibility and responsiveness				
<b>Sources:</b>				
<b>Comments:</b>				

	I	D	A	E
<b>Professional Responsibilities (for full evaluations only)</b>				
4A - Reflecting on practice 4B - Collaborating with teachers and administrators 4C - Maintaining an effective data management system 4D - Participating in a professional community 4E - Engaging in professional development 4F - Showing professionalism including integrity advocacy and maintaining confidentiality				
<b>Sources:</b>				
<b>Comments:</b>				

**Additional Comments:**

Professional Growth Plan Review:
<b>Summary Primary Evaluator Comments:</b>
<b>Summary Evaluatee Comments:</b>

\_\_\_\_\_  
Evaluatee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

**TODD COUNTY SCHOOLS**  
Instructional Specialist Formative Evaluation Document

Employee Name / Employee ID#	
Cycle	
School	
Grade Level/Subject(s)	
Observer	
Date of Observation	
Date of Post Observation Conference	

Indicate the overall rating for each Performance Measure: Ineffective (I), Developing (D), Accomplished (A), or Exemplary (E)

	I	D	A	E
<b>Planning and Preparation (for full evaluations only)</b>				
1A - Demonstrating knowledge of current trends in specialty area and professional development 1B - Demonstrating knowledge of the school's program and levels of teacher skill in delivering that program 1C - Establishing goals for the instructional support program appropriate to the setting and the teacher served 1D - Demonstrating knowledge of resources both within and beyond the school and district 1E - Planning the instructional support program integrated with the overall school program 1F - Developing a plan to evaluate the instructional support program				
<b>Sources:</b>				
<b>Comments:</b>				

	I	D	A	E
<b>Environment</b>				
2A - Creating an environment of trust and respect 2B - Establishing a culture for ongoing instructional improvement 2C - Establishing clear procedures for teachers to gain access to the instructional support 2D - Establishing and maintaining norms of behavior for professional interactions 2E - Organizing physical space for workshops or training				
<b>Sources:</b>				
<b>Comments:</b>				

	I	D	A	E
<b>Instruction (Delivery of Service)</b>				
<b>3A - Collaborating with teachers in the design of instructional units and lessons</b> <b>3B - Engaging teachers in learning new instructional skills</b> <b>3C - Sharing expertise with staff</b> <b>3D - Locating resources for teachers to support instructional improvement</b> <b>3E - Demonstrating flexibility and responsiveness</b>				
<b>Sources:</b>				
<b>Comments:</b>				

	I	D	A	E
<b>Professional Responsibilities (for full evaluations only)</b>				
<b>4A - Reflecting on practice</b> <b>4B - Preparing and submitting budgets and reports</b> <b>4C - Coordinating work with other instructional specialists</b> <b>4D - Participating in a professional community</b> <b>4E - Engaging in professional development</b> <b>4F - Showing professionalism including integrity and confidentiality</b>				
<b>Sources:</b>				
<b>Comments:</b>				

Additional Comments:

<b>Professional Growth Plan Review:</b>
<b>Summary Primary Evaluator Comments:</b>
<b>Summary Evaluatee Comments:</b>

\_\_\_\_\_  
Evaluatee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

# Principal Performance Standards and Evaluation Documents

Principal Professional Growth Plan  
Principal Performance Standards  
Principal **Formative** Workplace Visit Form  
Principal **Summative** Evaluation Form  
District Administrator **Formative** Evaluation Form  
District Administrator **Summative** Evaluation Form?

**TODD COUNTY SCHOOLS**  
**Principal Professional Growth Plan**  
School Year: \_\_\_\_\_

Evaluatee's Name: \_\_\_\_\_ Employee #: \_\_\_\_\_

School Name: \_\_\_\_\_ Primary Evaluator: \_\_\_\_\_

**Kentucky Framework/Performance Area:**

**Goal(s):**

Activity (may include PD)	Date/Timeline	Training Impact / Evidence

**Evaluatee's Reflection**

\_\_\_\_\_  
**Evaluatee Signature**                      **Date**                      **Primary Evaluator's Signature**    **Date**

The employee and the supervisor shall sign this document to indicate that it has been reviewed and discussed. Keep one for your file. An additional copy should be submitted to your Supervisor.

## Standard Specific Information from Formative Evaluation/Observation

### **Performance Standard 1. Instructional Leadership**

*The principal fosters the success of all students by facilitating the development, communication, implementation, and evaluation of a shared vision of teaching and learning that leads to student academic growth and school improvement.*

Sample Performance Indicators: Examples may include, but are not limited to:

#### **The principal:**

- 1.1 Leads the collaborative development and sustainment of a shared vision for educational improvement and works with staff, students, parents, school councils and other stakeholders to develop a mission and programs consistent with the school and district improvement plan.
- 1.2 Collaboratively plans, implements, supports, monitors, and evaluates instructional programs that enhance teaching and student academic progress, and lead to continuous school improvement.
- 1.3 Analyzes current academic achievement data and instructional strategies to make appropriate educational decisions to improve classroom instruction, increase student achievement, and improve overall school effectiveness.
- 1.4 Demonstrates knowledge of research-based instructional best practices
- 1.5 Works collaboratively with staff to identify student needs and to design, revise, and monitor instruction to ensure effective delivery of the required curriculum.
- 1.6 Supports teachers to access resources (e.g., time, fiscal, human) for the successful implementation of effective instructional strategies.
- 1.7 Monitors and evaluates the use of assessment of and for learning (e.g., diagnostic, formative, summative assessments) to inform instructional practices and to provide timely and accurate feedback to students and parents.
- 1.8 Works with school council to design and implement effective and efficient schedules that protect and maximize instructional time.
- 1.9 Provides the instructional focus and creates the culture for continuous learning of all members of the school community.
- 1.10 Supports professional learning and instructional practices that incorporate the use of multiple sources of data and result in increased student growth.
- 1.11 Participates, as appropriate, in professional learning alongside teachers when instructional strategies are being taught for future implementation.
- 1.12 Demonstrates the importance of professional growth by providing adequate time and resources for teachers and staff to participate in professional learning (i.e., peer observation, mentoring, coaching, study groups, learning teams).
- 1.13 Evaluates the impact professional learning has on the staff/school improvement and student academic progress.

#### **Suggested Guiding Questions/Prompts:**

- Please describe any innovative and effective leadership strategies that you have used this year.
- What opportunities have you created this year for collaboration among teachers?
- How have you strived this year to improve the teachers' effective instructional practices associated with different subject areas?
- How do you make sure curriculum standards are taught by the teachers and mastered by the students?
- How do you monitor teachers' performance and provide constructive feedback to them?
- What types of teacher learning and development activities or programs have you participated in this year? What have you learned?
- How do you involve the expertise of teacher leaders?

**Evidence requested by the primary evaluator or provided by the principal: Indicate contributor with an (E) or (P).**

**Primary Evaluator's Feedback:**

## Standard Specific Information from Formative Evaluation/Observation

### Performance Standard 2: School Climate

*The principal fosters the success of all students by developing, advocating, and sustaining an academically rigorous, positive, and safe school climate for all stakeholders.*

#### Sample Performance Indicators: Examples may include, but are not limited to:

##### The principal:

- 2.1 Incorporates knowledge of the social, cultural, leadership, and political dynamics of the school community to cultivate a positive academic learning environment.
- 2.2 Consistently models and collaboratively promotes high expectations, mutual respect, concern, and empathy for students, staff, parents, and community.
- 2.3 Uses shared decision-making and collaboration to build relationships with all stakeholders and maintain positive school morale.
- 2.4 Promotes a culture of collaboration, trust and shared leadership.
- 2.5 Supports the staff through continuous improvement efforts.
- 2.6 Addresses barriers to teacher and staff performance and provides positive working conditions to encourage retention of highly effective personnel.
- 2.7 In collaboration with the school council, as appropriate, ensures a school safety plan is developed and implemented in alignment with district policy.
- 2.8 Involves students, staff, parents, and the community to create and sustain a positive, safe, and healthy learning environment which reflects state, district, and local school policies, and procedures.
- 2.9 In collaboration with the school council, leads the development and/or implements best practices in school-wide behavior management that are effective within the school community and communicates behavior management expectations to students, teachers, and parents.
- 2.10 Is visible, approachable, and dedicates time to listen to the concerns of students, teachers, and other stakeholders.
- 2.11 Maintains a positive, inviting school environment that celebrates, promotes and assists in the development of the whole child/student, and values every child/student as an important member of the school community.

#### Suggested Guiding Questions/Prompts:

- Please give some examples of where you have sought out new opportunities or improved existing programs to create an environment where students and stakeholders thrive.
- Please give some examples of the strategies you used to create and sustain a positive and safe learning environment in your school.
- What are the strategies you use to nurture and sustain a climate of trust in your school?
- Please provide a few examples of how you model care for children or model other desired characteristics for teachers and staff.
- What are the internal and external factors that you perceive are affecting your school?
- How have you strived this year to make the school environment more academically rigorous?

**Evidence requested by the primary evaluator or provided by the principal: Indicate contributor with an (E) or (P).**

**Primary Evaluator's Feedback:**



## Standard Specific Information from Formative Evaluation/Observation

### Performance Standard 3

***The principal fosters effective human resources management by assisting with selection and induction, and by supporting, evaluating, and retaining quality instructional and support personnel.***

**Sample Performance Indicators: Examples may include, but are not limited to:**

**The principal:**

- 3.1 Actively participates in an effective and efficient selection process in consultation with the school council.*
- 3.2 Assigns highly-effective staff in a fair and equitable manner based on student and school needs, assessment data, and local and state requirements.*
- 3.3 Supports formal building-level employee induction processes and informal procedures to support and assist all new personnel.*
- 3.4 Provides a mentoring process for all new and targeted instructional personnel.*
- 3.5 Manages the supervision and evaluation of staff in accordance with local and state requirements.*
- 3.6 Properly implements the teacher and staff effectiveness systems, supports the important role evaluation plays in teacher and staff learning, and evaluates performance of personnel using multiple data sources.*
- 3.7 Documents evidence of teacher effectiveness, provides timely, on-going formal and informal feedback on strengths and areas of growth, and provides support, access to resources, and professional learning opportunities for teachers and staff to improve job effectiveness.*
- 3.8 Makes appropriate recommendations relative to personnel transfer, retention, promotion, and dismissal consistent with established policies and procedures and with student academic growth as a significant consideration.*
- 3.9 Recognizes and supports highly effective teachers and staff and cultivates their leadership potential.*
- 3.10 Maximizes human resources by building on the strengths of teachers and staff members through the collaborative development and implementation of the professional growth plan that aligns with the school and/or district plan.*

### **Suggested Guiding Questions/Prompts:**

- Please give examples of ways you have helped your teachers and staff to become more effective this year.*
- Please give examples of professional learning implemented and/or continued this school year to improve teacher performance.*
- In what ways do you support the achievements of high-performing teachers?*
- How do you ensure new teachers and staff receive the support they need during their first year?*
- How do you foster an atmosphere of professional learning among staff?*
- What are the most difficult human resources management decisions you have made this year? What aspects went well and what aspects were challenging?*

**Evidence requested by the primary evaluator or provided by the principal: Indicate contributor with an (E) or (P).**

**Primary Evaluator's Feedback:**

## Standard Specific Information from Formative Evaluation/Observation

### Performance Standard 4: Organizational Management

*The principal fosters the success of all students by supporting, managing, and overseeing the school's organization, operation, and use of resources.*

**Sample Performance Indicators: Examples may include, but are not limited to:**

**The principal:**

- 4.1 Demonstrates and communicates a working knowledge and understanding of Kentucky school laws and regulations, and school/district policies and procedures.
- 4.2 Establishes, in collaboration with the school council, and enforces policies and procedures to ensure a safe, secure, efficient, and orderly facility and grounds.
- 4.3 Monitors and provides efficient supervision for all physical plant and related activities through an appropriate process.
- 4.4 Identifies potential organizational, operational, or resource-related problems and addresses them in a timely, consistent, and effective manner.
- 4.5 Reviews fiscal records regularly to ensure accountability for all funds.
- 4.6 In collaboration with the school council, plans and prepares a fiscally responsible budget to support the school's mission and both long- and short-term goals through effective resource allocation.
- 4.7 Follows state and local policies with regard to finances, school accountability, and reporting.
- 4.8 Implements strategies for the inclusion of staff and stakeholders in various planning processes, shares in management decisions, and delegates duties as applicable, resulting in an effective and efficient workplace.

#### **Suggested Guiding Questions/Prompts:**

- Please explain the ways in which you have demonstrated proactive decision-making this year.
- Please provide an example of how you have been able to maximize your available resources.
- How do you establish routines and procedures for the smooth running of the school that staff members understand and follow?
- What information is used to inform the decisions related to organizational management?
- Instructional time is one of the most essential resources for student success in learning. What are you doing to protect instructional time?
- What are the strengths, weaknesses, opportunities, and challenges you have perceived in your school's organizational management?

**Evidence requested by the primary evaluator or provided by the principal: Indicate contributor with an (E) or (P).**

**Primary Evaluator's Feedback:**

## Standard Specific Information from Formative Evaluation/Observation

### Performance Standard 5: Communication and Community Relations

*The principal fosters the success of all students by communicating and collaborating effectively with Stakeholders.*

**Sample Performance Indicators: Examples may include, but are not limited to:**

**The principal:**

5.1 Plans for and solicits staff, parent, and stakeholder input to promote effective decision-making and communication when appropriate.

5.2 Communicates the mission and shared vision, long-and short-term goals, and the school improvement plan to all stakeholders.

5.3 Disseminates information to staff, parents, and other stakeholders in a timely manner through multiple channels and sources.

5.4 Involves students, parents, staff and other stakeholders in a collaborative effort to establish positive relationships.

5.5 Maintains visibility and accessibility to students, parents, staff, and other stakeholders.

5.6 Speaks and writes in an explicit and professional manner to students, parents, staff, and other stakeholders.

5.7 Provides a variety of opportunities for parent and family involvement in school activities.

5.8 Collaborates and networks with colleagues and stakeholders to effectively utilize the resources and expertise available in the local community.

5.9 Advocates for students and acts to influence local, district, and state decisions affecting student learning.

5.10 Assesses, plans for, responds to, and interacts with the larger political, social, economic, legal, and cultural context that affects schooling based on relevant evidence.

#### **Suggested Guiding Questions/Prompts:**

- Please describe how you promote the success of all students through communication.
- How do you engage in open dialogue with multiple stakeholders from the larger school community?
- How do you involve parents and families in student learning?
- How do you disseminate needed information (such as student academic progress) to students, staff, parents, and the greater learning community?
- Please give an example of how you network with individuals and groups outside the school (e.g., business and government organizations) to build partnerships for pursuing shared goals.

**Evidence requested by the primary evaluator or provided by the principal: Indicate contributor with an (E) or (P).**

**Primary Evaluator's Feedback:**

## Standard Specific Information from Formative Evaluation/Observation

### Performance Standard 6: Professionalism

*The principal fosters the success of all students by demonstrating professional standards and ethics, engaging in continuous professional learning, and contributing to the profession.*

**Sample Performance Indicators: Examples may include, but are not limited to:**

**The principal:**

- 6.1 Creates a culture of respect, understanding, sensitivity, and appreciation for students, staff, and other stakeholders, and models these attributes on a daily basis.
- 6.2 Works within professional and ethical guidelines to improve student learning and to meet school, district, and state requirements.
- 6.3 Maintains a professional appearance and demeanor.
- 6.4 Models professional behavior and cultural competency to students, staff, and other stakeholders.
- 6.5 Maintains confidentiality.
- 6.6 Maintains a positive, optimistic, and straight-forward attitude.
- 6.7 Provides leadership in the exchange of ideas and information with staff and other professionals.
- 6.8 Works in a collegial and collaborative manner with other administrators, school personnel, and other stakeholders to communicate, promote, and support the shared vision, mission, and goals of the school district.
- 6.9 Assumes responsibility for personal professional growth through accurate self-reflection on professional practice, and engages in continuous learning.
- 6.10 Contributes and supports the development of the profession through service as an instructor, mentor, coach, presenter, and/or researcher.
- 6.11 Remains current with research related to educational issues, trends, and practices and maintains a high level of technical and professional knowledge.

### **Suggested Guiding Questions/Prompts:**

- Please give an example of a way in which you have demonstrated your professionalism in activities outside the school district.
- How do you communicate professional beliefs and values to all stakeholders?
- Give an example of a skill that you learned during professional interactions with colleagues that you have used successfully in your school.
- What professional learning have you sought out this year?
- In what ways have you observed a change in your role as a school leader and your leadership style?
- In what ways do you take an active role in professional organizations?

**Evidence requested by the primary evaluator or provided by the principal: Indicate contributor with an (E) or (P).**

**Primary Evaluator's Feedback:**

**TODD COUNTY SCHOOLS**  
Principal Formative Workplace Visit Form

Employee Name / Employee ID#	
School	
Duty Assignment	
Observer	
Date of Observation	
Date of Post Observation Conference	

Indicate the overall rating for each Performance Measure: Ineffective (I), Developing (D), Accomplished (A), or Exemplary (E)

	I	D	A	E
<b>Planning</b>				
<b>Standard 3-Human Resource Management</b> <b>Standard 4-Organizational Management</b>				
<b>Sources:</b>				
<b>Comments:</b>				

	I	D	A	E
<b>Environment</b>				
<b>Standard 2-School Climate</b> <b>Standard 5-Communication and Community Relations</b>				
<b>Sources:</b>				
<b>Comments:</b>				

	I	D	A	E
<b>Instruction</b>				
<b>Standard 1-Instructional Leadership</b>				
<b>Sources:</b>				
<b>Comments:</b>				

	I	D	A	E
<b>Professionalism</b>				
<b>Standard 6-Professionalism</b>				
<b>Sources:</b>				
<b>Comments:</b>				

**Additional Comments:**

Professional Growth Plan Review:
<b>Summary Primary Evaluator Comments:</b>
<b>Summary Evaluatee Comments:</b>

\_\_\_\_\_  
Evaluatee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

**TODD COUNTY SCHOOLS**  
**Summative Evaluation Form**  
**Principal Evaluation Plan**

Employee Name / Employee ID#	
School	
Duty Assignment	
Observer	
Date of Observation	
Date of Post Observation Conference	

Indicate the overall rating for each Performance Measure: Ineffective (I), Developing (D), Accomplished (A), or Exemplary (E)

	I	D	A	E
<b>Planning</b>				
<b>Environment</b>				
<b>Instruction</b>				
<b>Professionalism</b>				
<b>Overall Rating:</b>				

Professional Growth Plan Review:
<b>Summary Primary Evaluator Comments:</b>
<b>Summary Evaluatee Comments:</b>

_____ Evaluatee's Signature	_____ Date	_____ Evaluator's Signature	_____ Date
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# District Administrator Evaluation Documents



**TODD COUNTY SCHOOLS**  
**District Level Certified Administrators/Directors/Educational Facilitators**  
**Formative Evaluation Document**

Employee Name / Employee ID#	
Cycle	
School	
Grade Level/Subject(s)	
Observer	
Date of Observation	
Date of Post Observation Conference	

Indicate the overall rating for each Performance Measure: Ineffective (I), Developing (D), Accomplished (A), or Exemplary (E)

	I	D	A	E
<b>Planning and Preparation (for full evaluations only)</b>				
<b>1A - Demonstrating knowledge of current trends in specialty area and professional development</b> <b>1B - Demonstrating knowledge of the school's program and levels of teacher skill in delivering that program</b> <b>1C - Establishing goals for the instructional support program appropriate to the setting and the teachers served</b> <b>1D - Demonstrating knowledge of resources both within and beyond the school and district</b> <b>1E - Planning the instructional support program integrated with the overall school program</b> <b>1F - Developing a plan to evaluate the instructional support program</b>				
<b>Sources:</b>				
<b>Comments:</b>				

	I	D	A	E
<b>Environment</b>				
<b>2A - Creating an environment of trust and respect</b> <b>2B - Establishing a culture for ongoing instructional improvement</b> <b>2C - Establishing clear procedures for teachers to gain access to the instructional support</b> <b>2D - Establishing and maintaining norms of behavior for professional interactions</b> <b>2E - Organizing physical space for workshops or training</b>				
<b>Sources:</b>				
<b>Comments:</b>				

I      D      A      E

<b>Instruction (Delivery of Instruction)</b>				
<b>3A - Collaborating with teachers and administrators in the design of instructional units and lessons</b> <b>3B - Engaging teachers in learning new instructional skills</b> <b>3C - Sharing expertise with staff</b> <b>3D - Locating resources for teachers to support instructional improvement</b> <b>3E - Demonstrating flexibility and responsiveness</b>				
<b>Sources:</b>				
<b>Comments:</b>				

	I	D	A	E
<b>Professional Responsibilities (for full evaluations only)</b>				
<b>4A - Reflecting on practice</b> <b>4B - Preparing and submitting budgets and reports</b> <b>4C - Coordinating work with other instructional specialists</b> <b>4D - Participating in a professional community</b> <b>4E - Engaging in professional development</b> <b>4F - Showing professionalism including integrity and confidentiality</b>				
<b>Sources:</b>				
<b>Comments:</b>				

**Additional Comments:**

Professional Growth Plan Review:
<b>Summary Primary Evaluator Comments:</b>
<b>Summary Evaluatee Comments:</b>

\_\_\_\_\_  
Evaluatee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

## TODD COUNTY SCHOOLS

### District Level Certified Administrators/Directors/Educational Facilitators Summative Evaluation

Employee Name / Employee ID#	
Cycle	
School	
Grade Level/Subject(s)	
Observer	
Date of Observation	
Date of Post Observation Conference	

Indicate the overall rating for each Performance Measure: Ineffective (I), Developing (D), Accomplished (A), or Exemplary (E)

	I	D	A	E
Planning and Preparation				
Environment				
Instruction (Delivery of Services)				
Professional Responsibilities				

#### Additional Comments:

Professional Growth Plan Review:
Summary Primary Evaluator Comments:
Summary Evaluatee Comments:

\_\_\_\_\_  
Evaluatee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Signature

# Appeals Process Statute and Forms

## **Appeals Process**

POLICY STATEMENT ON LOCAL APPEALS PANEL  
AS REQUIRED BY KRS 156.557(9) and 704 KAR 3:370(17)

### **INTRODUCTION**

The State Legislature amended KRS 156.101 (11) to read as follows:

The local board of education shall establish an evaluation appeals panel for certified personnel, which shall consist of two (2) members elected by the certified employees of the district and one (1) member appointed by the board of education who is a certified employee of the board. Certified employees who feel that they were not fairly evaluated may submit an appeal to the panel for a timely review of their evaluation.

### **LENGTH OF TERM**

The beginning date shall be July 1 and the ending date shall be June 30. If an appeal is pending at the end of a panels term, said appeal shall be completed by that panel.

### **ELECTION OF APPEALS PANEL MEMBERS**

The election of two members of the Appeals Panel by certified staff shall be accomplished by using the following process:

1. The Superintendent or designee, shall appoint two certified people to serve as election officers to conduct the process.
2. By the first day of September the election officers, using a nomination form, shall seek nominations of persons whose names will be placed on a ballot unless the nominee(s), when contacted, indicate(s) otherwise.
3. Ballots shall be prepared by the election officers and distributed to each certified staff member. Elections shall be by secret ballot. Elections shall be completed and ballots counted by the election officers on or before September 15th of each year. The two persons receiving the highest number of votes respectively shall serve on the panel. The two persons receiving the next highest number of votes respectively shall serve as alternates. The election officers shall certify the results to the Superintendent.
4. The chairperson of the panel shall be the certified employee appointed by the Board.

### **APPOINTMENT OF CERTIFIED STAFF MEMBERS TO APPEALS PANEL**

Upon the recommendation of the Superintendent, the Board shall appoint one appeals panel member at the regular June Board meeting.

### **PROCEDURES FOR APPEAL AND TIMELINES**

Any certified employee who believes that he or she was not fairly evaluated on the summative evaluation may appeal to the panel within Five (5) working days of the receipt of the summative evaluation. The certified employee may review any evaluation material related to him/her. Both the evaluator and the evaluatee shall be given the opportunity to review documents to be given to the hearing committee reasonably in advance of the hearing and may have representation of their choosing.

The panel shall present their findings within 15 calendar days after the appeal is officially filed with them to the Superintendent. The findings of the panel are advisory in nature.

The panel's review shall determine whether or not the evaluation has a factual basis. This means that if facts exist on which the evaluator could reasonably base his/her decision, then the Appeals Panel cannot find the conclusion in error merely because they would prefer a different result. The evaluatee or appealing employee would have the burden of proof and shall be required to submit proof to the panel that would compel the panel to find that the evaluation was not factually based.

Mere claims would not be sufficient; the evaluator/appealing employee must submit compelling proof that the evaluation is not factually based. The Appeals Panel, in addition to reviewing written appeals and responses to said appeals, may request oral information from both parties as well as further written interrogatories if the situation warrants such.

When hearings warrant additional information being presented, the Appeals Panel shall extend the timeline by providing notification to all parties in writing.

The Superintendent shall have 45 calendar days from the receipt of the written findings of Appeals Panel to review the matter and take final action. A certified employee who feels that the local district is not properly implementing the evaluation plan according to the way it was approved by the Kentucky Department of Education shall have the opportunity to appeal to the Kentucky Board of Education.

## PERSONNEL

### Certified Personnel Evaluation Appeal Form

#### INSTRUCTIONS

This form is to be used by certified employees who wish to appeal their current summative evaluation. If you feel that you were not fairly evaluated, you may submit an appeal to the Advisory Appeal Panel by completing this form and returning it to the Chairman of the panel within fifteen (15) working days of the receipt of your summative evaluation.

Date of your summative evaluation: \_\_\_\_\_

Date Appeal received by Panel: \_\_\_\_\_

Employee's Name: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Title: \_\_\_\_\_ School/Work Location: \_\_\_\_\_ Grade or Department: \_\_\_\_\_

What specifically do you object to or why do you feel you were not fairly evaluated?

Name of evaluator: \_\_\_\_\_

Upon filing this appeal, I understand that I have a right to a hearing before the Appeal Panel. I understand that by filing this appeal I hereby give my consent for my evaluation records to be presented to the members of the Evaluation Appeal Panel for their study and review. I will appear before the Panel if requested.

Please check one: \_\_\_\_\_ I desire a hearing before the Appeals Panel

\_\_\_\_\_ I do not desire a hearing before the Appeal Panel

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

# Certified Employee Corrective Action Plan



## **EMPLOYEE ASSISTANCE/CORRECTIVE ACTION PLAN**

The performance of all certified personnel is to be evaluated annually for all non-tenured personnel and administrators and once every three years for tenured personnel. When unsatisfactory behavior is noted the following process will be used by the evaluator to aide the evaluatee in improving performance:

1. Evaluation contacts become more frequent and formal.
2. The primary evaluator notifies the evaluatee that his or her performance is not meeting District standards.
3. Specific data is shared with the evaluatee that identifies the deficiencies and verifies the situation.
4. An Individualized Corrective Action Plan is developed by the evaluator and evaluatee. This plan shall address the performance area, goals and activities that achieve the desired performance and target dates.
5. If necessary, an Intensive Assistance Team supplements the work of the primary evaluator. The Intensive Assistance is a team effort to supply skills, knowledge and time of several supervisory personnel. An example of an Intensive Assistance Team may consist of:
  - Primary Evaluator
  - Instructional Supervisor
  - Personnel Director
  - Others as agreed upon by all team members
6. Evaluatee is given help to improve.
7. Evaluatee is given time to improve.
8. Evaluatee is given progress reports.
9. Evaluator stresses job expectations.
10. Evaluator discusses further action if evaluatee fails to comply.
11. Evaluations are to be in narrative style.
12. The deficiency evaluation process should begin in sufficient time to be completed and appropriate forms submitted by April 15.

### **Instructions for Completing the Individual Corrective Action Plan**

This plan is to be completed by the evaluator (with discussion and assistance from the evaluatee) as it relates to an inadequate or "ineffective" on any one Standard or more from the Formative Evaluation. The evaluator and evaluatee must identify corrective action goals and objectives; procedures and activities designed to achieve the goals; and targeted dates for appraising the evaluatee's improvement of the standard. It is the evaluator's responsibility to document all actions taken to assist the evaluatee in improving his/her performance.

#### **1. Standard Number**

Identify the specific standard(s) from the Formative Evaluation Form that has a "Ineffective" rating assigned.

**2. Present Professional Development Stage**

Select the stage of professional development that best reflects the evaluatee's level:

- **I = Ineffective**
- **D = Developing**
- **A = Accomplished**
- **E = Exemplary**

**3. Growth/Objective(s) Goals**

Growth objectives and goals must address the specific standard(s) rated as "Ineffective" on the Formative Evaluation document. The evaluatee and the evaluator work closely to correct the identified weakness(es).

**4. Procedures and Activities for Achieving Goal(s) and Objective(s)**

Identify and design specific procedures and activities for the improvement of performance. Include support personnel, when appropriate.

**5. Appraisal Method and Target Dates**

List the specific target dates and appraisal methods used to determine improvement of performance. Exact documentation and record keeping of all actions must be provided to the evaluatee.

**6. Documentation of all reviews, corrective actions, and evaluator's assistance must be provided periodically (as they occur) to the evaluatee.**

## INDIVIDUAL CORRECTIVE ACTION PLAN FOR:

*Employee Name*

Date: \_\_\_\_\_

Work Site: \_\_\_\_\_

Standard	PG Stage	Growth Objective/Goal(s) (Describe desired outcomes)	Procedures and Activities for Achieving Goals and Objectives (Including support personnel)	Appraisal Method and Target Dates

Evaluatee's Comments:

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Evaluator's Comments:

\_\_\_\_\_

Plan Developed:		Review of goals: ___ Achieved ___ Revised ___ Continued	
_____ Employee's Signature	_____ Date	_____ Employee's Signature	_____ Date
_____ Supervisor's Signature	_____ Date	_____ Supervisor's Signature	_____ Date

\*Professional Growth Plan Stages:

I = Ineffective

D = Developing

A = Accomplished

E = Exemplary

## ASSISTANCE TEAM LOG OF ACTIVITIES

*(To be completed for every assistance activity)*

TEACHER: \_\_\_\_\_

DATE OF CONTACT/OBSERVATION: \_\_\_\_\_

PERSONS PRESENT:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SUMMARY OF ACTIVITIES:

\_\_\_\_\_

RECOMMENDATIONS:

\_\_\_\_\_

NEXT MEETING:

\_\_\_\_\_

_____ Employee's Signature	_____ Date	_____ Contact's Signature	_____ Date
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