

## **Evaluation of Employee Performance**

### **TEACHER OBSERVATIONS**

The Principal is the instructional leader in the school and is responsible for ensuring that instruction is delivered in a manner that accomplishes the goals of the area technology center. The Principal shall be responsible for completing two (2) documented formal teacher observations per school year.

Activities to look for shall include the following:

- Lesson Review
- Orientation to Subject of Lesson
- Student Motivation
- Instructor Enthusiasm
- Classroom Control
- Efficient Use of Time
- Lesson Plan Available and Followed
- Demonstrations
- Student Practice Time
- Teaching Style Addressing Learning Styles of Students
- Assignments/Live Work
- Audiovisuals
- All Students Engaged in Learning
- Tests/Worksheets/Reading Assignments
- Safety Practices

The Principal shall discuss the activities observed or not observed with each teacher following the observation. The teacher shall prepare a written plan for the Principal to address activities that need improvement. The Principal will be responsible for ensuring that improvements are made and documented.

### **156 EMPLOYEE PERFORMANCE EVALUATIONS – OVERVIEW**

Employee performance evaluations are conducted annually for July 1 through June 30.

156 Evaluation Process for Teachers
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Certified and equivalent employees shall be rated in accordance with the guidelines outlined in [KRS 156.828](#). The referenced guidelines require a written evaluation for each full-time employee who has completed the initial probation and each part-time employee who has worked over 100 hours per month and who has completed initial probation.

Two (2) formative evaluations shall be conducted, one (1) during the fall semester and one (1) during the spring semester. Evaluation ratings shall be based on observations, daily communication, program data, etc. Employees being evaluated shall have a conference with their supervisor before December 15 to discuss the fall formative evaluation. The spring formative evaluation conference shall take place before June 15. The summative evaluation shall be completed by June 15 of each year for evaluated teachers according to the Certified Evaluation Plan (CEP).

Performance ratings for the formative and summative evaluations are: Exemplary, Accomplished, Developing, and Ineffective. An ineffective rating is equivalent to an *Unsatisfactory* rating. Summative evaluation ratings are based on the formative evaluations, walkthroughs, and other data noted in the certified evaluation plan.

**Evaluation of Employee Performance****156 Evaluation Process for Teachers (continued)**

For an overall *Unsatisfactory* summative rating, the supervisor shall provide a suggested growth plan that may include outside resources, a mentor teacher, etc. This plan shall be provided in writing and discussed during the evaluation conference.

Both employee and supervisor shall sign the formative evaluation signature sheet at the conclusion of each formative evaluation conference and the summative form at the end of the evaluation process. The employee's signature does not constitute agreement or acceptance of the evaluation ratings and does not waive the right to appeal the evaluation within the guidelines of [KRS 156.828](#).

Additional information is available at [780 KAR 3:035](#).

[KRS 156.828](#) specifically outlines the appeal procedure for the evaluation process and the specific evaluation categories for teachers, administrators, all other certified and equivalent staff statewide and Central Office personnel. [KRS 156.828](#) also provides that if an employee receives an overall *Unsatisfactory* evaluation on two (2) successive summative evaluations, the employee shall be (a) demoted or (b) terminated.

**156 Evaluation Process for Administrators**

The evaluation process for school administrators and other certified equivalent and Central Office staff should begin in May.

- Administrator Evaluation process: Follow guidelines as noted.
- Reference form and information link above through Kentucky TECH website.

156 employees (teachers and principals) will be evaluated annually by the Director of Technical Schools or by the Director's designee following the requirements of the Principal's Kentucky Framework for Personnel Evaluation (KFPE).

**18A EMPLOYEE PERFORMANCE EVALUATIONS – OVERVIEW**

The 18A employee performance evaluation process shall follow the guidelines outlined in [101 KAR 2:180](#).

Evaluations are to be submitted on all 18A employees who meet the following guidelines:

1. All full-time merit employees who have held status as of January 1 (completed their initial probationary period prior to January 1) of the evaluation/performance year and have remained in continuous merit status throughout the performance year.
2. All merit employees on promotion (not initial) probation.

All eligible employees must be evaluated prior to their retiring, resigning or transferring. Should there be a situation when an employee will not be evaluated, a memo from the supervisor indicating the reason (e.g. extended sick leave, not with current supervisor for the required 90 days, etc.) must be submitted and placed in the employee's personnel file.

Signatures must be in red ink.

**Evaluation of Employee Performance**

**18A EMPLOYEE PERFORMANCE EVALUATIONS – OVERVIEW (CONTINUED)**

18A employee evaluations require a three (3) step process to be initiated in January, reviewed in July, and finalized in December:

1. January – Performance Planning Meeting (for the new year)
2. July – Interim Review
3. January – Annual Performance Evaluation Meeting to finalize evaluation process for the previous year

**REFERENCES:**

[KRS 156.828](#)  
[101 KAR 002:180](#)  
[780 KAR 003:035](#)

**RELATED POLICIES:**

03.15, 03.16

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