

INTERNSHIP/PROFESSIONAL GROWTH AND EVALUATION PROCESSES

INTERN TEACHER	NEW and EXPERIENCED TEACHERS	
NON-TENURED	NON-TENURED	TENURED
less than one (1) year	one (1) through four (4) years	more than four (4) years
<p>The evaluation criteria and process used to evaluate certified school personnel shall be explained to and discussed with certified school personnel no later than the end of the first month of reporting for employment for each school year. Amendments approved by the Kentucky Department of Education to local systems of certified personnel evaluation that occur after the end of the certified employees' first school month shall not apply to the employee until the following school year.</p>		
FORMATIVE PHASE (data collection)		
<p style="text-align: center;">Initial Conference and Pre-conference(s) (prior to each observation)</p> <ol style="list-style-type: none"> 1. who observes 2. when observations are to occur 3. where 4. unit of study/lesson plan 5. other exchange of information 	<p style="text-align: center;">Pre-conference(s) (prior to each observation)</p> <ol style="list-style-type: none"> 1. who observes 2. when observations are to occur 3. where 4. unit of study/lesson plan 5. other exchange of information 	<p style="text-align: center;">Pre-conference(s) (prior to each observation)</p> <ol style="list-style-type: none"> 1. who observes 2. when observations are to occur 3. where 4. unit of study/lesson plan 5. other exchange of information
<p style="text-align: center;">Formative Observations</p> <ol style="list-style-type: none"> *1. Minimum of three (3) per year when results are satisfactory 2. prior to each formative conference 3. use KTIP Form <p>*More observations may occur when results are unsatisfactory</p>	<p style="text-align: center;">Formative Observations</p> <ol style="list-style-type: none"> *1. Minimum of two (2) per year when results are satisfactory 2. prior to each formative conference <p>*More observations may occur when results are unsatisfactory</p>	<p style="text-align: center;">Formative Observations</p> <ol style="list-style-type: none"> *1. Minimum of one (1) every three (3) years when results are satisfactory 2. prior to each formative conference <p>*More observations may occur when results are unsatisfactory</p>
<p style="text-align: center;">Formative Conferences (post)</p> <ol style="list-style-type: none"> 1. *minimum of three (3) per year 2. intern/intern committee 3. conference with intern follows observation 4. open discussion of observation and feedback to teacher regarding performance/products 5. discuss/establish/revise individual professional growth plan/activities 6. written reports <p>*More conferences may occur when observation results are unsatisfactory</p>	<p style="text-align: center;">Formative Conferences (post)</p> <ol style="list-style-type: none"> 1. *minimum of two (2) per year 2. evaluator/evaluatee 3. within one (1) work-week following each observation 4. open discussion of observation and feedback to teacher regarding performance/products 5. discuss/establish/revise individual professional growth plan/activities <p>*More conferences may occur when observation results are unsatisfactory</p>	<p style="text-align: center;">Formative Conferences (post)</p> <ol style="list-style-type: none"> 1. *minimum of one (1) every (3) three year period when results are satisfactory 2. evaluator/evaluatee 3. within one (1) work-week following each observation 4. open discussion of observation and feedback to teacher regarding performance/products 5. discuss/establish/revise individual professional growth plan/activities <p>*More conferences may occur when observation results are unsatisfactory</p>
SUMMATIVE PHASE (decision-making)		
<p style="text-align: center;">Summative Conference (post)</p> <ol style="list-style-type: none"> 1. discussion between intern and intern committee 2. one time 3. includes all data collected 4. held at the end of the cycle 5. completed (written) report provided to the intern (KTIP <u>and</u> district forms) 6. establish/revise individual professional growth plan 	<p style="text-align: center;">Summative Conference (post)</p> <ol style="list-style-type: none"> 1. discussion between person evaluated and evaluator 2. once each year 3. includes all evaluation data collected 4. held at the end of the evaluation cycle 5. completed (written) evaluation report provided to person evaluated 6. establish/revise individual professional growth plan 	<p style="text-align: center;">Summative Conference (post)</p> <ol style="list-style-type: none"> 1. discussion between person evaluated and evaluator 2. once every (3) three-year period 3. includes all evaluation data collected 4. held at the end of the evaluation cycle 5. completed (written) evaluation report provided to person evaluated 6. establish/revise individual professional growth plan
<p style="text-align: center;">Summative Evaluation</p> <ol style="list-style-type: none"> 1. one time 2. summary/conclusions from all formal and informal evaluation data 3. written report and decision 	<p style="text-align: center;">Summative Evaluation</p> <ol style="list-style-type: none"> 1. once each year 2. summary/conclusion from all evaluation data (formative and summative) 3. written evaluation report 	<p style="text-align: center;">Summative Evaluation</p> <ol style="list-style-type: none"> 1. minimum of one (1) every (3) three-year period 2. summary/conclusions from all evaluation data (formative and summative) 3. written evaluation report
<p>District personnel files shall contain:</p> <ol style="list-style-type: none"> 1. Summative evaluation (completed form) per administrator at the end of the evaluation cycle. 2. Individual professional growth plan per administrator/per evaluation cycle (reviewed annually). 3. Intern records maintained according to KTIP 704 KAR 20:690 		
<p>Interns are subject to the local district evaluation guidelines and a summative, as prescribed, is required.</p>		