

(704 KAR 3:345 – Evaluation Guidelines)

“Evaluation means the process of assessing or determining the effectiveness of the performance of the certified employee in a given teaching and learning...based on predetermined criteria, through periodic observation and other documents such as portfolios, peer reviews, products and performances. Evaluation shall also include the establishment and monitoring of a professional growth plan.”

- “An evaluation committee consisting of equal number of teachers and administrators shall develop evaluation procedures and forms.”
- “The evaluation procedures and forms shall be designed to foster professional growth and to support individual personnel decisions.”
- “The evaluation system shall include a professional growth plan aligned with specific goals and objectives of the school improvement plan or the district improvement plan and shall be reviewed annually.”
- Professional growth plan means a plan whereby the person being evaluated establishes goals for enrichment, and development and the assistance of the evaluator is identified. The individualized plan includes objectives, a plan for achieving the objectives, and method for evaluating success. The individualized professional growth plan shall be aligned with the specific goals and objectives of the school improvement or the district improvement plan on an annual basis.
- The immediate supervisor of the certified school employee shall be designated as the primary evaluator. At the request of a teacher, observations by other teachers trained in the teacher’s content area or curriculum content specialists may be incorporated into the formative process for evaluating teachers. The selection of the third-party observer shall, if possible, be determined through mutual agreement by evaluator and evaluatee. A teacher who exercises this option shall do so, in writing to the evaluator, by no later than February 15 of the academic year in which the summative evaluation occurs. If the evaluator and evaluatee have not agreed upon the selection of the third-party observer within five (5) working days of the teacher’s written request, the evaluator shall select the third-party observer.

- All primary evaluators, with the exception of district Board of Education members, shall be trained, tested, and approved in accordance with administrative regulations adopted by the Kentucky Board of Education in the proper techniques for effectively evaluating certified school employees and in the use of the school district evaluation system.
- All monitoring or observations of performance of a certified employee shall be conducted openly and with the full knowledge of the teacher or administrator.
- All evaluations of certified employees (with the exception of the Superintendent) shall be in writing on the approved evaluation form for the employee's job category and become a part of their official personnel record.

Certified School personnel includes:

1. **administrator:** means any staff person who devoted the majority of his/her employed time to service in a position for which administration certification is required. These positions are superintendent, deputy superintendent, assistant/associate superintendent, principal, assistant principal, guidance counselor, director of special education, supervisor of instruction , dean of students, director of federally supported programs, professional development coordinator, director of district-wide services, instructional coordinator, and district assessment coordinator, and director of pupil personnel. NOTE: KRS 160.345(2)(c)1 identifies head teachers as the “primary administrator and the instructional leader of the school.”
2. **teacher:** refers to any certified staff person who directly instructs students.
3. **other support staff:** refers to any certified staff other than teacher or administrator, such as librarians, media specialists, school psychologist, speech therapist, etc.

NOTE: Principals serve as primary supervisors and evaluators for **all** school-based personnel including assistant principals, associate principals, and guidance counselors. Superintendents serve as primary supervisors of principals and other central office staff.

KRS 156.557 Section 3(c)(5) mandates: “The evaluation system shall include a plan whereby the person evaluated is given assistance for professional growth as a teacher or administrator.

The system shall also specify the processes to be used when corrective actions are necessary in relation to the performance of one's assignment."

