

## General Instructions for Instructional Specialist Performance Evaluations

The Kentucky Framework for Personnel Evaluation defines by role group, measure, and performance criteria on which certified educators in the state of Kentucky will be evaluated. The Framework is designed to support student achievement and professional practice through the measures of Planning, Environment, Instruction, and Professionalism according to performance criteria connected to the certified employee's role.

Evaluations of certified instructional specialists are to be completed in compliance with State Bill 1, the Jefferson County Public Schools Certified Personnel Evaluation Plan, and the JCBE-JCTA Comprehensive Agreement. The major purpose of the evaluation process is to provide instructional specialists recognition of strengths, encourage professional growth, and to ensure that high quality instructional specialists serve in every school in our district.

An instructional specialist's role is defined by high standards of performance and reflects the complex responsibilities of an instructional specialist's daily work as it impacts student success. The domains of the Framework for Instructional Specialists includes Planning and Preparation, The Environment, Delivery of Service, and Professional Responsibilities. Multiple sources of evidence across each domain inform measure ratings. The measures are: Planning and Preparation, Environment, Instruction, and Professionalism.

### General Instructions

1. All certified instructional specialists are evaluated using Summative Evaluation - Instructional Specialist Form D. Continuing contract (tenured) instructional specialists receive a Summative Evaluation at least every three years. Limited contract instructional specialists and continuing contract instructional specialists on a one-year directed growth plan, receive a Summative Evaluation annually.
2. Within the first 30 calendar days of reporting for employment each year, all instructional specialists will participate in a conference (can be group or individual) to review the evaluation system (Framework for Instructional Specialists, CEP processes, and a review of the Professional Code of Ethics) for their school and will sign a Form E-2 stating that they have received the information and understand the evaluation procedures.
3. Within the first thirty (30) calendar days of reporting for employment each year, all instructional specialists will complete the Self-Reflection and Professional Growth Plan. The Professional Growth Plan will be developed in consultation with the evaluator. The evaluator will also provide a signed paper copy of the Professional Growth Plan (Form E-2) to the instructional specialist.
4. By October 1, each instructional specialist will develop a Student Learning Focus statement, as outlined in the Certified Evaluation Plan. The Student Learning Focus is a statement regarding at least one focus area of *deeper learning*, tailored to the needs of the instructional specialist's students. The Student Learning Focus statement shall be shared and discussed with the evaluator by Oct. 1. Learning and progress shall be discussed at the summative evaluation conference, and reviewed and adjusted as needed during the school year.
5. The Framework for Instructional Specialist domains inform the measure ratings of Planning, Environment, Instruction, and Professionalism.

6. A pre-observation conference is not required, but may be requested by either the instructional specialist or evaluator. If requested, the conference will be held within three (3) days prior to the observation.
7. All observations are to be conducted openly and with full knowledge of the instructional specialist.
8. The minimum criteria for number of observations per summative cycle are defined in the JCPS Certified Personnel Evaluation Plan. Observations are documented on the district-approved form.
9. Observation windows are noted in the Certified Personnel Evaluation Plan (see page 11).
10. All instructional specialists and other school-based certified professionals should have the opportunity to receive a peer observation in their summative year.
11. Post-observation conferences are to be held within five (5) working days of the observation and shall include strengths as well as areas for growth. The conference is to be documented on the Observation Conference – Instructional Specialist form.
12. If educators miss ninety (90) or more contract days (late hires/individuals on leave) supervisors may postpone the summative evaluation until the following year.
13. Other sources of evidence or artifacts that contribute to the Professional Practice Rating may be submitted by the instructional specialist for consideration by the evaluator (see Certified Personnel Evaluation Plan).
14. Supervisors are responsible for using professional judgment in determining a Summative Rating for each educator at the conclusion of the summative evaluation year. The Summative Rating is comprised of the educator's ratings in accordance with the criteria of each of the four Domains of the appropriate role-specific evaluation. Those ratings inform ratings for the four (4) Kentucky Performance Measures - Planning, Environment, Instruction, and Professionalism.
15. A narrative is required for any instructional specialist domain rating that is marked "ineffective" or "developing", and the evaluator and instructional specialist must initial all additional pages. The evaluator may choose to write a narrative for "accomplished" or "exemplary".
16. The Intensive Support process may be initiated at any time in the Summative Cycle. When significant deficiencies in performance are observed, the Employee Development Manager in Human Resources is to be consulted and instructions for the process, as outlined in the JCBE-JCTA agreement, are to be reviewed.
17. A summative conference is to be held to discuss the summative evaluation with the instructional specialist. Observations/conferences must be completed by April 15<sup>th</sup> and the summative evaluation submitted to the instructional specialist and signed by May 1<sup>st</sup>, except for those instructional specialists in the Intensive Support process.
18. Should the instructional specialist disagree with the summative evaluation, a written response to the evaluation can be submitted within ten (10) days of receipt of the evaluation. The instructional specialists may also choose to grieve the evaluation or appeal the evaluation through the District Evaluation Appeal Process.
19. Copies of the signed summative evaluations are provided for the evaluator and the instructional specialist. The original signed copy is submitted to the Employee Development Manager in Human Resources for inclusion in the personnel file.