

# Non-School-Based Certified Administrator Evaluation Instructions

[704 KAR: \704\003.370](#)

[156.557 Definitions -- Statewide framework for teaching -- District personnel evaluation system -- Summative evaluations](#)

[Code of Ethics for KY Certified Personnel](#)

[Job Descriptions](#)

[Administrator Professional Growth Plan, Form G](#)

[Certified Non-School-Based Administrator \*Interim\* Summative Evaluation, Form A-3](#)

[Certified Non-School-Based Administrator \*Major\* Summative Evaluation, Form A-2/Cert](#)

[Formative Evaluation, E-2 \(Administrative\)](#)

[Notice of Intensive Support Form E1](#)

[JCPS Certified Personnel Evaluation Plan](#)

[Working Evaluation Folder Checklist](#)

The *Kentucky Framework for Personnel Evaluation* defines by role group, measure, and performance criteria how 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 job description.

Evaluations of non-school-based certified administrators are to be completed in compliance with *KRS 156.557(5)(c)* and *704 KAR 3370*, and the *Jefferson County Public Schools Certified Personnel Evaluation Plan (CPEP)*. The major purpose of the evaluation process is to provide recognition of strengths and encourage professional growth in relation to the administrator's job responsibilities, as well as to ensure that high quality administrators serve throughout our district.

An administrator's role is defined by high standards of performance and reflects the complex responsibilities of an administrator's daily work (per the JCPS job description for the administrator's job role) as it impacts student success. The CPEP requires that the evaluator rate the administrator's professional practice across the four criteria of Planning and Preparation, Environment, Delivery of Service, and Professional Responsibilities. The domains of the

*Kentucky Framework for Personnel Evaluation* include Planning, Environment, Instruction, and Professionalism. Multiple sources of evidence across each domain will be utilized to determine an Overall Professional Practice Rating for each administrator. The domains are the basis for ratings and determination of the overall Professional Practice Rating.

### General Instructions

1. Continuing contract administrative district-based certified personnel may be evaluated on a three year cycle with interim summative evaluations (*Interim Summative, Form A-3*) in years one and two, and major summative (*Major Summative Evaluation, Form A-2*) in year three of the cycle. Limited contract administrative district certified personnel with less than four years of experience as an administrator, as well as those in need of assistance,\* require annual major summative evaluations.
2. Within the **first 30 calendar days of reporting for employment each year**, all administrators will participate in a conference (can be group or individual) to review the evaluation system (*CPEP, Job Description, forms, and the Code of Ethics for KY Certified Personnel*) and will sign a *Form E-2 (Administrative)* stating that they have received the information and understand the evaluation procedures. Late hires must also complete their evaluation system conference within thirty (30) days of employment.
3. Within the **first thirty (30) calendar days following the initial evaluation conference**, all administrators will complete a 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 (*Administrator Growth Plan, Form G*) to the administrator. Late hires must also complete their Self-Reflection and Professional Growth Plan within thirty days of employment.
4. All observations/site visits are to be conducted openly and with full knowledge of the administrator. The minimum number of observations/site visits per summative cycle are defined in the *CPEP (pg 31)*.
5. Observations/site visits and conferences for administrators are required. One must be completed in the major summative year. At least one must be conducted across years one and two of a three year cycle. These are documented on a *Form E-2*.
6. A pre-observation/site visit conference is not required, but may be requested by either the administrator or evaluator. If requested, the conference will be held within three (3) days prior to the observation/site visit.
7. Post-observation/site visit conferences are to be held within **five (5) working days** (days on which the administrator is present) of the observation/site visit and shall include strengths as well as areas for growth. Other evidence or artifacts that demonstrate professional practice within the domains may be submitted by the administrator for

consideration by the evaluator. The observation/site visit summary and conference is to be documented on a *Form E-2*.

8. A mid-year review is optional, and may be conducted to review progress, reflect on growth, and modify the Professional Growth Plan as appropriate to reflect the growth and changing needs of the Administrator. The mid-year review conference (may be group or individual) is summarized on the Administrative PGP Form G. A midyear review is highly recommended to provide guidance for an administrator who is struggling to meet expectations.
9. Evaluators are responsible for using professional judgment along with an analysis of all applicable evidence in determining a Summative Rating for each administrator at the conclusion of the major summative evaluation year. The Summative Rating is comprised of the educator's ratings in accordance with the criteria of each of the four Domains - Planning and Preparation, Environment, Delivery of Service, and Professionalism, as well as with the four Kentucky Performance Measures - Planning, Environment, Instruction, and Professionalism, as found within the job responsibilities of each educator's job description. These ratings are consolidated into the Summative 4 Measure Rating.
10. In the interim years (years one and two of the three year cycle for administrators who have been in an administrative position for four or more years and are not in need of assistance), ratings are not required but narrative, formative feedback is provided using *Interim Summative Evaluation Form A-3*.
11. The *Major Summative Evaluation Form A-2/Cert* is to be completed in any major summative year. Major Summative Evaluations are to include narratives for all domains. The administrator's specific JCPS Job Description should be used to align demonstrators to the domains as applicable. While self-reflection is ongoing, it shall occur formally in the fall and in the spring. The administrator is expected to conduct a summative reflection on the degree of goal attainment and the implications for next steps regarding their PGP. It is recommended that the administrator provides evidence to their evaluator related to their PGP and Job Description each spring.
12. A Summative Conference is to be held to discuss the Summative Evaluation with the administrator. The conference must be held, and the summative evaluation completed and signed, by the **administrator's last day of the work year, or June 15th, whichever comes first**, except for those in the Intensive Support process.
13. Copies of the signed Summative Evaluations are to be provided for the evaluator and the administrator. The **original, signed document is submitted to the Employee Relations Consultant** for inclusion in the personnel file.
14. The non-renewal of the administrator's administrative contract (demotion) may be utilized if an administrator is not responding to support and guidance to improve in identified

areas. The Chief of Human Resources and the Human Resources Specialist must be consulted regarding this consideration. See below.

15. The Intensive Support Process may be initiated at any time. When significant deficiencies in performance are observed, the Human Resources Specialist as well as the Chief of Human Resources are to be consulted by the evaluator and instructions for the process are to be reviewed. See below.

## **Appeal Process**

An administrator may submit a written response to the primary evaluator with a copy to Human Resources within ten days of receipt of an evaluation. The copy of the written response will be attached to the evaluation for inclusion in the personnel file. The evaluator is not required to act upon receipt of the written response.

Per the *CPEP*, all certified school personnel shall receive written notice of their right to appeal, including applicable deadlines and the right to request a hearing, at the time the summative evaluation results are provided to the certified school personnel. Certified personnel shall have the right to appeal to a DEAP (District Evaluation Appeals Panel) within fourteen (14) calendar days after receiving a summative evaluation. If an employee chooses to appeal an evaluation via a DEAP, the employee shall not be eligible to file a formal complaint (through the District complaint process for non-represented employee groups) regarding the evaluation.

## **Demotion Process (Non-Renewal of the Administrative Contract)**

*Purpose:* To identify those administrators who do not respond to support and guidance in identified areas for possible non-renewal of the administrative contract.

*Process:* The evaluator will establish clear documentation of support and communication with the administrator in question on an ongoing basis. If the employee does not respond sufficiently to support and guidance, the evaluator will consult with the Chief of Human Resources regarding dates and timelines for the demotion/non-renewal process and submission of documentation. If non-renewal of the administrative contract is recommended by the evaluator to the Superintendent, and the Superintendent concurs, the employee must receive written notice of demotion/non-renewal from the Superintendent no later than **May 15**.

## **Intensive Support**

*Purpose:* The evaluator makes the decision to initiate the Intensive Support Process based on serious concerns about administrator performance on one or more domains. Decisions may be based on prior evaluations, prior disciplinary letters or reprimands, or on the administrator's inability to make sufficient progress after ample time and support. This process is the most stringent component in the evaluation process. The Intensive Support Process is strictly defined, highly prescriptive, and aims to provide growth and support to the administrator, while setting

clear expectations for substantial improvement in job performance over a **12-week period**.

*Process:* When the evaluator determines that there is a serious discrepancy between the administrator's performance and the evaluation criteria, JCPS policies, state procedures, or the job description, **the evaluator will contact the Chief of Human Resources and the Human Resources Specialist for guidance.** The evaluator then initiates the Intensive Support Process ensuring that due process procedures will be followed throughout. The evaluator holds a conference with the administrator to identify in writing the substandard performance. Deficiencies and suggested corrective action are noted in writing utilizing a *Notice of Intensive Support, Form E1* to document this conference.

The evaluator assigns two (2) qualified, professional staff members with evaluative authority (preferably at least one with experience at the same level) to assist during the Intensive Support period. The Chief of Human Resources will collaborate with the evaluator to identify other professional staff. Confidentiality is to be maintained within the bounds of statutes and regulations pertaining to the professional evaluation. These evaluators may be present at the *Notice* issuance conference.

The professional evaluating staff members and primary evaluator conduct a conference with the administrator within the first ten days of the Intensive Support evaluation period. During this conference, a process is determined by the team to address the areas of concern as outlined in the *Notice of Intensive Support*. A second conference is to be conducted before recommendations are made to the evaluator. The administrator, professional staff members, or the primary evaluator may request additional conferences between the initial conference and the final conference. Such requests are to be honored and occur in a timely manner.

All conferences are documented on *Form E-2*. The evaluator and administrator are provided copies of all signed forms as each meeting is completed. **The original E1 Notice, and all Form E-2s are to be forwarded to the Chief of Human Resources immediately after they are signed.**

It is expected that support for the administrator during the Intensive Support evaluation process could come from a collegial team or from sources of the administrator's choosing. Reasonable support shall be provided to the administrator to improve in areas that are identified as deficient.

**The summative evaluation and recommendation are to be made by the primary evaluator within twelve weeks of the initial conference.** Depending on the nature of the deficiency, recommendation may be for a resumption of the normal evaluation process, an extension of time for the deficiency process, or disciplinary action up to and including demotion or termination. The summative evaluation is documented on the *Major Summative Evaluation, Form A-2*. One copy is retained by the evaluator, one copy provided to the administrator, and **the original forwarded to the Employee Relations Consultant for inclusion in the personnel file.**

# Working Evaluation Folder Checklist

District Certified Administrator (non-school based)

## Purpose:

The work evaluation is designed to be a growth oriented process to meet the following objectives:

- to promote improved work performance and job satisfaction,
- to recognize employees whose performance warrants commendation,
- to identify employees who need assistance, and
- to establish documentation for personnel action.

## Each Employee's Working Evaluation Folder shall contain:

- Job description** specific to employee's role
- Initial **E2 Administrative** to document the beginning of the year evaluation conference (includes expectations and evaluation process) held within 30 days of the employee's start. *Important to remember for late hires.*
- Self-reflection and Professional Growth Plan with SMART Goals recorded on **Form G**
- Mid-year reflection (optional, but recommended) on Professional Growth Plan progress recorded on **Form E2 Administrative**
- Applicable Observation Conference Summaries recorded on **Form E2 Administrative**
- Other Formative evaluation(s) **Form E2 Administrative** and/or disciplinary actions
- Interim **Form A3** and Summative Evaluation(s) **Form A2 Certified**

Evaluator's Notes