

## **General Instructions for Certified Non-School Administrator Performance Evaluation**

The job performance evaluation is designed to be a growth-oriented process to meet the following objectives:

- A. Promote improved job performance and job satisfaction
- B. Recognize employees whose performance warrants commendation
- C. Identify employees who need assistance
- D. Establish documentation for personnel action

A more detailed description of the Performance Evaluation process can be found in the JCPS Certified Personnel Evaluation Plan.

### **General Instructions**

1. An initial evaluation conference is held within the first 30 calendar days of the employee's contract year to review evaluation procedures, timelines and forms. Documentation of this conference will be made on the district-approved form and signed by both evaluatee and evaluator. An employee's signature on that form indicates he/she has received the information and understands the evaluation procedures.
2. Continuing contract administrative district-based certified personnel may be evaluated on a three year cycle with interim summative evaluations in years one and two, and major summative 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 summative evaluations.
3. All administrative district certified personnel will complete a Self-Reflection and Professional Growth Plan (PGP), the latter of which is produced in consultation with the evaluator. Both shall be completed within the first 30 calendar days of reporting for employment. This includes late hires. While self-reflection is ongoing, it shall occur formally in the fall and in the spring. A PGP must be recorded on the district-approved form. A signed copy shall be provided to the evaluatee and kept by the evaluator. This process will be completed on an annual basis.
4. All observations/site visits are conducted openly and with full knowledge of the educator being observed/visited and are documented on the appropriate district-approved form.
5. Throughout the evaluation process, the evaluator gathers applicable evidence on the district certified administrator's performance related to their job responsibilities and aligned with the measures of planning and preparation, environment, delivery of service and professionalism. In the major summative year, ratings are required (Ineffective, Developing, Accomplished, and Exemplary) based on an analysis of the evidence and use of the evaluator's professional judgment. In the interim years, ratings are not required but narrative, formative feedback is provided. District-approved forms are used.
6. Supervisors 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 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 4 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.

7. The summative evaluation cycle process concludes with the supervisor documenting the overall performance rating for the administrator (see the Certified Personnel Evaluation Plan for additional information on determining the summative rating).
8. A conference is to be held to discuss the summative evaluation when it is received by the administrator, focusing on strengths and areas needing improvement.
9. Evaluation forms are to be completed in triplicate – one (1) form retained by the evaluator, one (1) form to the administrator, and one (1) form for inclusion in the personnel file.

### **Intensive Support Process**

When the supervisor determines that there is sufficient discrepancy between the administrative standards (JCPS policies and/or State procedures), the job description, and the administrator's performance, the Intensive Support process will be initiated ensuring that due process procedures will be followed.

1. The deficiency process is initiated by the supervisor based on administrative standards and responsibilities outlined in the job description. The supervisor will have a conference with the administrator to identify substandard performance in writing and discuss significant deficiencies. Deficiencies and suggested corrective action will be noted in writing. Form A will be completed to document this conference.
2. The supervisor will assign two (2) qualified, professional staff members with evaluative authority to assist the administrator during the deficiency period.
3. The evaluators will conduct a conference with the administrator within the first ten (10) days of the deficiency period. During this conference, a process will be determined by the team to address the areas of concern as outlined in the deficiency. Form E-2 will be completed to document this conference. Another conference will be conducted before recommendations are made available to the supervisor. The administrator or the evaluators may request additional conferences between the initial conference and the final conference. Such requests will be honored and all conferences will be documented on Form E-2.
4. It is expected that support for the administrator during a deficiency evaluation could come from a collegial team or from sources of the administrator's choosing. Support will be provided to the administrator to improve in areas that are identified as deficient.
5. Summary recommendations will be made by the evaluators within twelve (12) weeks of the initial conference. The primary supervisor will make a recommendation to the Superintendent. Depending on the nature of the deficiency, recommendations 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 evaluation will be documented on Form A.2-Cert, Summative Evaluation.

6. Confidentiality will be maintained within the bounds of statues and regulations pertaining to professional evaluation.
7. Form A.2-Cert, Summative Evaluation, will be completed in triplicate--one (1) form retained by the supervisor, one (1) form to the administrator, and one (1) form for inclusion in the personnel file.

### **Review and Appeal Instructions**

All deficient/unsatisfactory work performance evaluations are to be reviewed by the unit director/school center head/or next in authority relationship, before presentation to the administrator to ensure that:

1. Evaluations are based upon job performance and related activities
2. Any deficiencies noted have been brought to the attention of the employee and supporting documentation is available
3. The instructions in the evaluation process have been followed

All unsatisfactory evaluations used as a basis for discharge/demotion of an administrator are to be submitted to the appropriate department head for informational purposes.

An administrator may submit a written response within ten (10) days of the receipt of the evaluation to Personnel Services. The response is to be attached to the evaluation.

Certified personnel have the right to appeal to a JCPS District Evaluation Appeals Panel (DEAP) within fourteen (14) calendar days after receiving a summative evaluation. Appeals must be submitted in writing to the superintendent/designee using the JCPS Certified Evaluation Appeals Form. Appeals to a DEAP may be based upon evaluation process or evaluation content concerns.