

Other District Certified Non-Administrative Evaluation Instructions

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

[156.557 Definitions -- Statewide framework for teaching -- District personnel evaluation system -- Summative evaluations \(Kentucky Framework for Personnel Evaluation\)](#)

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

[Job Descriptions](#)

[JCBE-JCTA Agreement 2018-2023](#)

[Formative Evaluation - Teacher, E2](#)

[Summative Evaluation, Form D-2](#)

[JCPS Certified Personnel Evaluation Plan \(CPEP\)](#)

[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 other district certified non-administrative staff that do not fit into the school-based frameworks are to be completed in compliance with *KRS 156.557(5)(c) and 704 KAR 3370, the Jefferson County Public Schools Certified Personnel Evaluation Plan (CPEP), and the JCBE-JCTA Comprehensive Agreement*. The major purpose of the evaluation process is to provide educators recognition of strengths, encourage professional growth, and to ensure that high quality educators serve in every school in our district.

An educator's role is defined by high standards of performance and reflects the complex responsibilities of their daily work as it impacts student success. The domains outlined in the CPEP for this group include Planning and Preparation, Environment, Delivery of Service, and Professional Responsibilities. Multiple sources of evidence across each domain inform measure ratings. The Kentucky Performance Measures are: Planning, Environment, Instruction, and Professionalism.

[General Instructions](#)

1. All certified educators are evaluated using *Summative Evaluation, Form D-2*. Continuing contract (tenured) educators in this group receive a summative evaluation at least every three (3) years. Limited contract, and continuing contract educators on a one-year directed growth plan, receive a summative evaluation annually.

Limited contract educators are those in their first four years in a certified position in the state of Kentucky, or those who have held tenure in another Kentucky public school district and are in their first year in JCPS (those with other Kentucky district tenure must complete one year in probationary status with JCPS before attaining tenure).

Throughout the evaluation process, the evaluator gathers applicable evidence related to the job responsibilities outlined in the employee's specific JCPS Job Description, and aligns those to the four measures in the *CPEP* to determine summative ratings. In the summative year, ratings are required (Ineffective, Developing, Accomplished, Exemplary) for each measure. In the interim years, ratings are not required, but formative feedback is provided, either verbal or written (E-2).

2. Within the **first thirty (30) calendar days of reporting for employment** each year, these educators will participate in a conference (can be group or individual) to review the evaluation system (*Kentucky Framework for Personnel Evaluation, CPEP, Job Description specific to their role, and a review of the Code of Ethics for KY Certified Personnel*) for their school/department and will sign a *Form E-2 Conference Summary* 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. By **October 15th**, or within thirty (30) calendar days of the evaluation conference for later hires, all non-administrative district certified personnel will also 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 (Form *E2*) to the educator. This shall occur formally in the fall and the spring.
4. Observations/site visits and conferences for non-administrative district certified personnel are required. The minimum number of observations per summative cycle are defined in the *CPEP*. 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*.
5. All observations are to be conducted openly and with full knowledge of the educator, and at least one will be an announced observation.

6. For an announced observation, a pre-observation conference is not required, but may be requested by either the educator or evaluator. If requested, the conference will be held within three (3) days prior to the observation.
7. Post-observation conferences are to be held within five (5) working days (days which the educator is present) of the observation 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 educator for consideration by the evaluator. The conference is to be documented on an *E2*.
8. For struggling non-tenured certified educators, who fail to improve with support and guidance, recommendation of non-renewal of the educator's limited teaching contract is a consideration. Refer to Article 8, Section E, in the *JCBE-JCTA Agreement, and guidelines provided by your Human Resource Specialist*.

Educators who are being considered for non-renewal must receive a mid-year evaluation with a notice of the possibility of non-renewal by **February 15** (by March 15 for those hired on or after December 1). The midyear evaluation is completed using *Form E-2*. All four Domains are to be addressed. Specific recommendations for improving identified deficiencies and a list of resources/supports provided to the educator are to be noted on the form. **The following language should be inserted above the signature line on the form: "I am making you aware that at this time I am considering a recommendation of non-renewal of your limited contract."**

A draft of the mid-year evaluation must be sent to your Human Resources Specialist by **February 8** for review. Note: The procedure for non-renewal of a fourth year certified employee has additional instructions. See Article 8, Section E, #8 in the agreement.

9. Observations/conferences for all educators in this group must be completed by **April 15**.
10. If a non-administrative district certified staff member misses more than 50 percent of her/his contractually-required days (e.g., late hires/ individuals on leave), supervisors may postpone the summative evaluation until the following year.
11. Evaluators 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 based on the educator's ratings in accordance with the criteria of each of the four (4) Domains in the *CPEP* - Planning and Preparation, Environment, Delivery of Service, Professional Responsibilities. The employee's specific Job Description should be aligned, as applicable, with these domains. Those ratings inform ratings for the four (4) Kentucky Performance Measures - Planning, Environment, Instruction, and Professionalism.

12. The *Summative Evaluation, Form D-2* is to be completed for any summative year. Summative evaluations are to include narratives for any domain rating assessed as “ineffective” or “developing”. The evaluator may choose to write a narrative for “accomplished” or “exemplary”.
13. The summative evaluation conference shall be held, and the Form D-2 signed, by May 1, for those educators covered by the JCTA/JCBE Agreement, or by June 15th for others. Exceptions to these dates would be those educators recommended for non-renewal (see below) or in the Intensive Support process (see below). The evaluator and educator must initial all additional pages.
14. In the case of non-tenured educators who have been notified of the possibility of non-renewal in February, and have not made sufficient progress, the summative evaluation meeting with the educator must occur, and the summative evaluation must be signed, by **April 15**. An *E-2 Form* containing the recommendation for non-renewal is also delivered during the meeting. Consult with your Human Resource Specialist regarding the language for the E-2. Drafts of the summative evaluation and E-2 must be sent to your Human Resource Specialist by **April 8**, for review.
15. The Intensive Support process may be initiated at any time serious deficiencies are noted. When significant deficiencies in performance are observed, the Human Resources Specialist, and the Chief of Human Resources, must be consulted for guidance. The instructions for the Intensive Support process are outlined in the *JCBE-JCTA Agreement, Article 8, Section B*.
16. Should the educator disagree with the Summative Evaluation, a written response to the evaluation can be submitted within ten (10) days of receipt of the evaluation. The educator may also choose to grieve the evaluation **or** appeal the evaluation through the District Evaluation Appeal Process. Appeal requests must be submitted within fourteen (14) days of receiving the Summative Evaluation.
17. Copies of the signed summative evaluation are provided for the evaluator and the educator. The original, signed document is submitted to the Employee Relations Consultant for inclusion in the personnel file.

Working Evaluation Folder Checklist

Other District Certified (non-administrative)

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** to document 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 E2**
- Applicable Observation Conference Summaries **Form E2**
- Formative evaluation(s) **Form E2** and/or disciplinary actions
- Interim **Form E2** and Summative Evaluation(s) **Form D2**

Evaluator's Notes