

Mental Health Practitioners Evaluation Instructions **(MHPs are represented by JCTA and addressed in the CPEP)**

[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 \(note whether the MHP is classified or EPSB certified\)](#)

[Kentucky Framework for Teaching/ Adapted from the Therapeutic Specialist Framework - Mental Health Practitioner](#)

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

[Observation Conference Summary - Mental Health Practitioner](#)

[Formative Evaluation - E2](#)

[Summative Evaluation - Mental Health Practitioner, Form D](#)

[JCPS Certified Personnel Evaluation Plan](#)

[MHP - Evaluation Considerations \(Sample observables\)](#)

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 Mental Health Practitioners 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 Mental Health Practitioners recognition of strengths, encourage professional growth, and to ensure that high quality Mental Health Practitioners serve in every school in our district.

A Mental Health Practitioner's role is defined by high standards of performance and reflects the complex responsibilities of a Mental Health Practitioner's daily work as it impacts student success. The domains of the *Kentucky Framework for Teaching/Adapted from the Therapeutic Specialist Framework - Mental Health Practitioners* 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 Mental Health Practitioners are evaluated using *Summative Evaluation - Mental Health Practitioner, Form D*. Continuing contract (tenured) Mental Health Practitioners receive a summative evaluation at least every three (3) years. Limited contract Mental Health Practitioners, and continuing contract Mental Health Practitioners on a one-year directed growth plan, receive a summative evaluation annually.

Limited contract Mental Health Practitioners are those in their first four years in the position.

2. Within the first thirty (30) calendar days of reporting for employment each year, all Mental Health Practitioners will participate in a conference (can be group or individual) to review the evaluation system (*Kentucky Framework for Teaching/Adapted from the Therapeutic Specialist Framework - Mental Health Practitioner, CPEP, certified or classified Mental Health Practitioner Job Description, 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. Within the first thirty (30) calendar days of reporting for employment each year, all Mental Health Practitioners 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 Mental Health Practitioner. Late hires must also complete their Self-Reflection and Professional Growth Plan within thirty days of employment.
4. By *October 1*, each Mental Health Practitioner will develop a Student Learning Focus statement, as outlined in the Certified Personnel Evaluation Plan. The Student Learning Focus is a statement regarding at least one focus area of deeper learning, tailored to the needs of the Mental Health Practitioner's students. The Student Learning Focus statement shall be shared and discussed with the evaluator by *October 1*. Learning and progress on the Student Learning Focus shall be discussed at the summative evaluation conference, and reviewed and adjusted as needed during the school year.
5. All observations are to be conducted openly and with full knowledge of the Mental Health Practitioner, 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 Mental Health Practitioner or evaluator. If requested, the conference will be held within three (3) days prior to the observation.
7. The minimum number of observations per summative cycle are defined in the *CPEP*.
8. Observation windows are noted in the *CPEP*. Evaluators must pay careful attention to these dates.
9. Post-observation conferences are to be held within five (5) working days (days which the Mental Health Practitioner 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 Mental Health Practitioner for consideration by the evaluator. **Note that there is an *Evaluations Considerations* document linked at the top that provides sample evidence and considerations for evaluating MHPs.** The conference is to be documented on the *Observation Conference Summary - Mental Health Practitioner* form. A narrative is required for any Mental Health Practitioner domain rating that is marked 'Ineffective' or 'Developing'.
10. All Mental Health Practitioners should have the opportunity to receive a peer observation in their summative year. Peer observations will occur during the windows established in the *CPEP*. Review of the *CPEP* will be documented (see #2 above) and serve as evidence that the opportunity for a peer observer was shared. Mental Health Practitioners may need to coordinate with their JCPS department supervisor to identify a peer observer.

Evaluators will need to manage the dates to coincide with their observation schedules, noting the 15-day rule in the *CPEP*, and ensuring at least one observation falls 15 days or more after the peer observation, if requested.

Peer observation documentation will be shared and accessed only by the peer observer and the Mental Health Practitioner. The dates (only) of the pre-conference (preconferences are **required** for peer conferences), peer observation, and post-conference are to be documented and submitted to the evaluator.

11. For struggling MHPs on a limited contract, or Mental Health Practitioners who fail to improve with support and guidance, recommendation of non-renewal of the Mental Health Practitioner's limited contract is a consideration. Refer to Article 8, Section E, in the *JCBE-JCTA Agreement, and guidelines provided by your Human Resource Specialist*.

Mental Health Practitioners 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 the *Observation Conference Summary* with the “Mid-Year Conference” box checked in the upper left-hand corner. All four Domains are to be completed. Specific recommendations for improving identified deficiencies and a list of resources/supports provided to the Mental Health Practitioner 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 MHP has additional instructions. See Article 8, Section E, #8 in the agreement.

12. Observations/conferences for all Mental Health Practitioners must be completed by **April 15**.
13. If educators miss 90 or more contract days (e.g. late hires/individuals on leave), evaluators may postpone the summative evaluation until the following year.
14. 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 *Kentucky Framework for Teaching/Adapted from the Therapeutic Specialist Framework - Mental Health Practitioner* - Planning and Preparation, Environment, Delivery of Service, Professional Responsibilities. Those ratings inform ratings for the four (4) Kentucky Performance Measures - Planning, Environment, Instruction, and Professionalism.
15. The *Summative Evaluation - Mental Health Practitioner, Form D* is to be completed for any summative year. Summative evaluations are to include narratives for any domain rating marked “ineffective” or “developing”. The evaluator may choose to write a narrative for “accomplished” or “exemplary”.
16. A summative conference is to be held to discuss the Summative Evaluation with the Mental Health Practitioner. The *Summative Evaluation - Mental Health Practitioner, Form D* must be submitted to the Mental Health Practitioner and signed by **May 1**, except for those Mental Health Practitioners recommended for non-renewal (see below) or in the Intensive Support process (see below). The evaluator and Mental Health Practitioner must initial all additional pages.

17. In the case of non-tenured Mental Health Practitioners who have been notified of the possibility of non-renewal in February, and have not made sufficient progress, the summative evaluation meeting with the Mental Health Practitioner 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.
18. 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 must be consulted. The instructions for the Intensive Support process are outlined in the *JCBE-JCTA Agreement, Article 8, Section B*.
19. Should the Mental Health Practitioner disagree with the Summative Evaluation, a written response to the evaluation can be submitted within ten (10) days of receipt of the evaluation. The Mental Health Practitioner 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.
20. Copies of the signed summative evaluation are provided for the evaluator and the Mental Health Practitioner. The original, signed document is submitted to the Employee Relations Consultant for inclusion in the personnel file.