

Somerset Independent Schools

305 College Street, Somerset KY 42501
606-679-4451

District Mission:

We will provide our students with the highest educational learning experience by creating innovative opportunities, effective communication, and leaders who inspire –
Everyday, Everyway, No Exceptions!



Certified Personnel Evaluation Plan

CEP Committee Members

Administrator Representatives:

Kyle Lively, Superintendent
Cindy Ham, District Contact Person
Hubert Schroer, Hopkins Elementary Principal
Donnie Combs, Meece Middle School Principal
Jeffrey Wesley, Somerset High School Principal
Becki Hays, District Administrator

Teacher Representatives:

Jennifer Coldiron, Hopkins Elementary
Teresa Bach, Hopkins Elementary
Jennifer Mink, Meece Middle School
Carissa Crabtree, Meece Middle School
Melissa Sheron, Somerset High School
Amy Walters, Somerset High School

Approved by the Somerset Board of Education June 9, 2020

Equal Education and Employment Institution

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ASSURANCES
CERTIFIED SCHOOL PERSONNEL EVALUATION PLAN

CERTIFIED SCHOOL CERTIFIED EVALUATION PLAN

The Somerset Independent Schools hereby assures the Commissioner of Education that:

This evaluation plan was developed by an evaluation committee composed of an equal number of teachers and administrators (KRS 156.557). (See members on cover of plan.)

The evaluation criteria and process used to evaluate certified school personnel shall be explained to and discussed with the evaluatee no later than the end of the evaluatee's first thirty (30) calendar days of reporting for employment each school year. (704 KAR 3:370)

All certified school personnel who have not attained continuing service status shall receive an annual summative evaluation and shall incorporate the formative data collected during the Kentucky Teacher Internship Program (if funded). (KRS 156.557)

All certified school personnel who have attained continuing service status shall receive a summative evaluation at least once every three (3) years. (KRS 156.557)

Each evaluator will be trained, tested, and approved in the use of appropriate evaluation techniques (KRS 156.557).

This plan requires a summative evaluation of certified school personnel to be documented in writing and to be included in the evaluatee's official personnel record. (704 KAR 3:370)

The local evaluation plan provides for the right to a hearing as to every appeal, an opportunity to review all documents presented to the evaluation appeals panel, and a right to presence of evaluatee's chosen representative (KRS 156.557).

The evaluation plan process will not discriminate on the basis of age, race, color, national origin, religion, sex, disability, or any other protected characteristic, as required by all applicable federal, state, and local law.

The local board of education shall review, as needed, the district's certified evaluation plan to ensure compliance with KRS 156.557 and this administrative regulation. If a source of evidence is added or removed from the certified evaluation plan or if a decision rule or calculation is changed in the summative rating formula, the revised certified evaluation plan shall be reviewed and approved by the local board of education. If the local board of education determines the changes do not meet the requirements of KRS 156.557, the certified evaluation plan shall be returned to the certified evaluation committee for revision.

The local board of education approved the evaluation plan as recorded in the minutes of the meeting held on June 9, 2020. (704 KAR 3:370)

<u>Kyle Lively</u>	___6/9/2020___
Signature of District Superintendent	Date

<u>Michael Hail</u>	___6/9/2020___
Signature of Chairperson, Board of Education	Date

Professional Code of Ethics for Kentucky Certified School Personnel

Certified School Personnel in the Commonwealth:

- Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach.
- Shall believe in the worth and dignity of each human being and in educational opportunities for all.
- Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession.

To Students:

- Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator.
- Shall respect the constitutional rights of all students.
- Shall take reasonable measures to protect the health, safety, and emotional well-being of students.
- Shall not use professional relationships or authority with students for personal advantage.
- Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- Shall not knowingly make false or malicious statements about students or colleagues.
- Shall refrain from subjecting students to embarrassment or disparagement.
- Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.

To Parents:

- Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student.
- Shall endeavor to understand community cultures and diverse home environments of students.
- Shall not knowingly distort or misrepresent facts concerning educational issues.
- Shall distinguish between personal views and the views of the employing educational agency.
- Shall not interfere in the exercise of political and citizenship rights and responsibilities of others.
- Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities.
- Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

To the Education Profession:

- Shall exemplify behaviors which maintain the dignity and integrity of the profession.
- Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
- Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law.
- Shall not use coercive means or give special treatment in order to influence professional decisions.
- Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications.
- Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

Evaluation Events and Timeline

Event	Timeline
Orientation and Discussion of Evaluation Plan	First 30 calendar days of employment
Professional Growth Plan established	September 15 th (45 days from hire for late hires)
PGP revised or reviewed during summative conference.	April 30 th
Pre-Observation Conference	Prior to each observation
Post-Observation Conference	Within five (5) working days of observation
Formal and Informal Observation and Data Collection	On-going throughout the school year
Teacher Request for Third-Party Observer	February 15 th
Summative Evaluation Forms of all Certified Employees due to the Superintendent	May 1 st
Summative Evaluation Forms of Administrators due to Superintendent	June 30 th
Appeal of Summative Evaluation	Within five (5) working days of receipt of the summative evaluation
Documents Submitted for Appeals Hearing	Five (5) working days prior to hearing
Evaluator and Evaluatee Receive Copies of all Documents Submitted to the Appeals Panel	At least five (5) working days prior to hearing
Recommendation of Appeals Panel Due to the Superintendent	Within fifteen (15) working days of receipt of the appeal
Superintendent Shall Take Action on Appeals Panel Recommendation	Within three (3) working days of receipt of recommendation
Training or Re-Certification of Evaluators	Per KRS requirements KRS 156.557

Process and Procedures for Certified Personnel Evaluation

Evaluation is:

The process of assessing or determining the effectiveness of performances and products to:

- promote the continuation of professional competence
- identify areas for professional growth
- assist in making personnel decisions for the purpose of improving instruction, curriculum, assessment, and other professional responsibilities

Professional Growth is:

The continuous process of individual improvement to:

- enhance strengths
- correct weaknesses
- identify development activities for the purpose of improving performances that directly affect student achievement

Development of the Evaluation Plan:

The Superintendent shall recommend, for Board approval, an evaluation system for all certified employees, which is in compliance with Kentucky Statutes and Kentucky Administrative Regulations.

The Superintendent shall designate a district office administrator as the evaluation contact person. This administrator will serve as the liaison between the district and the Kentucky Department of Education in matters related to the district's evaluation process.

The evaluation plan will be developed by a committee comprised of an equal number of teachers and administrative representatives.

The district evaluation contact person will serve as chairperson of the committee.

The committee will review the evaluation plan annually.

Performance Criteria:

1. The Kentucky Framework for Teaching will be used for teacher evaluations. All performance criteria are aligned to the four performance measures (Planning, Environment, Instruction, Professionalism). Performance is rated for each component according to four performance levels: Ineffective, Developing, Accomplished, and Exemplary. The summative rating is a holistic representation of performance, combining data from multiple sources of evidence across each measure.
2. The Kentucky Framework for Teaching: Specialist Frameworks for Other Professionals will be used for guidance counselor, librarian, speech and instructional specialist evaluations. Performance is rated for each component according to four performance levels: Ineffective, Developing, Accomplished, and Exemplary. The summative rating is a holistic representation of performance, combining data from multiple sources of evidence across each measure.
3. The Professional Standards for Educational Leaders will be used for principal and assistant principal evaluations. Performance is rated for each component according to four performance levels: Ineffective, Developing, Accomplished, and Exemplary. The summative rating is a holistic representation of performance, combining data from multiple sources of evidence across each measure.
4. The district approved evaluation standard criteria will be used to evaluate district certified personnel that are not in the role of teacher, principal, or superintendent in the following categories: Vision; School Climate and Culture; Management; Collaboration; Integrity, Fairness and Ethics; & Political, Economic and Legal. Performance is rated for each component according to four performance levels: Ineffective, Developing, Accomplished, and Exemplary. The summative rating is a holistic representation of performance, combining data from multiple sources of evidence across each measure.

Sources of Evidence:

Sources of evidence for all certified evaluations will include Professional Growth Planning / Self-Reflection and Observations or Site Visits, and Conferences. Other sources of evidence may include other measures of student learning and/or Products of Practice. Professional Growth Plans, Self-Reflection, Observations, and Summative Evaluations will be documented on district approved forms. (See appendix.)

1. All certified personnel will complete a Professional Growth Plan annually. It will be reviewed by the evaluator and discussed with the evaluatee.
2. Each certified employee is responsible for developing, submitting, and/or updating an Individual Professional Growth Plan annually. The Professional Growth Plan should be carefully aligned with the school and district improvement plans. The PGP would be completed within the first 45 days of the first day of work. The Superintendent's Professional Growth shall be developed pursuant to KRS 156.111
3. Each certified employee shall be evaluated on a regular cycle as follows:
 - a. Kentucky Teacher Interns shall receive a minimum 3 formative observations and conferences, recorded on approved KTIP instruments. KTIP evaluations shall be transferred onto the district approved Summative Evaluation Form. Information gathered as a part of the KTIP's process shall be used to complete the district approved summative evaluation process.
 - b. Non-Tenured Teacher shall receive a minimum of 2 formative observations and conferences and a summative conference annually.
 - c. Tenured Teachers shall receive a minimum of the following: 1 formative observation and post-

- observation conference annually and a summative evaluation and conference every three years.
- d. Administrators and counselors shall receive a minimum of one observation/site visit and summative conference annually.
 - e. District Administrators shall receive one summative conference annually.
 - f. If a certified employee receives an unsatisfactory evaluation, it will become necessary to conduct additional formal observations in order for the evaluatee to display progress toward the goals of the Corrective Action Plan.
4. At the request of a teacher, observations by another teacher trained in the teacher's content area may be incorporated into the formative process for evaluating teachers. This request shall be submitted to the immediate supervisor no later than February 15th. Peer Observers will be trained in peer observation techniques by the district evaluation contact.
 5. Prior to the required formative observations, there shall be a pre-observation conference. The content of this pre-observation conference is delineated in the pre-observation conference form that is to be completed by the evaluatee.
 6. A post-conference shall be held between the evaluator and evaluatee after each formative evaluation. This conference shall be held within five working days following each formal observation. The evaluatee shall receive a copy of the formative evaluation documents.
 7. Administrators, including principals, will have a site visit and conference held within five working days of the site visit if the conference cannot be held the same time as the site visit.
 8. All monitoring or observation of performance of certified employees shall be conducted openly and with full knowledge of the employee.

Evaluators

1. The immediate supervisor, or supervisor designee, shall be designated as the primary evaluator.
2. Primary evaluators, with the exception of the Board of Education members, shall be trained per state and district requirements prior to observations and evaluation, including Initial Certified Evaluation Training and testing provided by KDE or approved provider. Evaluators will also have a minimum of six hours annually of EILA-approved evaluation training. Observation training will be provided prior to conducting any observations.
3. Evaluator annual training includes topics such as effective observation and conference techniques, clear and timely feedback, assist with Professional Growth Plans, summative decision techniques and observation practice to ensure consistent and reliable ratings between evaluators.
4. All evaluators will meet the CEP training requirements prior to conducting a formative or summative evaluation.
5. Teachers who serve as peer observers as requested by a teacher will have training on observation and conference techniques. The training will be scheduled by the Evaluation Plan Contact prior to first observation.

Performance Measure Rating:

1. Performance rating means the rating (Exemplary, Accomplished, Developing, or Ineffective) for each performance measure aligned to the Kentucky Framework for Personnel Evaluation for certified personnel below the level of superintendent.
2. Evaluators will give a rating for each of the performance measures of Planning, Environment, Instruction, and Professionalism.
3. Evaluators will use evidences in combination with professional judgement to inform the evaluatee's rating for each performance measure:
 - a. Exemplary - consistently exceeds expectations for effective performance.

- b. Accomplished – consistently meets expectations for effective performance.
- c. Developing – inconsistently meets expectations for effective performance.
- d. Ineffective – consistently fails to meet expectations for effective performance.

Summative Rating:

1. Summative rating means the overall rating for certified school personnel below the level of superintendent as determined by the district certified evaluation plan aligned to the Kentucky Framework for Personnel Evaluation.
2. The overall performance category for certified personnel below the level of superintendent shall be a rating based upon the four performance measure ratings.
3. A summative conference shall occur at the end of the evaluation cycle for the purpose of analyzing all evaluation data collected and reviewing the Individual Professional Growth Plan.
4. A summative evaluation, including conclusions from all evaluation data, shall be completed at the end of the evaluation cycle as a written evaluation report. A copy of the completed evaluation report and the Individual Professional Growth Plan will be provided to the evaluatee. A second copy of each will be kept on file at the school, and the original of each shall be filed in the official personnel file at the central office.
5. Criteria for Determining a Teacher's and Other Professionals Summative "Professional Practice Rating":
 - a. If Measures for Environment AND Instruction are rated "Ineffective", then the Professional Practice Rating shall be "Ineffective".
 - b. If Measures for Planning or Professionalism are rated "Ineffective", then the Professional Practice Rating shall not be "Exemplary".
 - c. If two Measures are rated "Developing" and two Measures are rated "Accomplished", then the Professional Practice rating shall be "Accomplished".
 - d. If two Measures are rated "Developing" and two Measures are rated "Exemplary", then the Professional Practice rating shall be "Accomplished".
 - e. If two Measures are rated "Accomplished" and two Measures are rated "Exemplary", then the Professional Practice rating shall be "Exemplary".
6. Criteria for Determining a Principal, Assistant Principal and Other Administrators Professional Practice Rating:
 - a. If any of the Measures is marked "Ineffective", then the Summative Overall Professional Practice Rating shall not be Exceeds.

Procedural Guidelines for Evaluation:

1. Certified employees will be provided with an orientation session regarding the evaluation process.
 - a) The orientation will be conducted by one of the following individuals: the principal, assistant principal, the district evaluation contact person, and/or the instructional supervisor.
 - b) The orientation will occur no later than the end of the first 30 calendar days of reporting for employment at the beginning of each school year. If employment occurs after the first day of the school calendar, orientation will occur within one month of employment.
 - c) No observation shall take place prior to the orientation session.
2. Any certified employee who feels the summative evaluation by the evaluator is not an accurate assessment of their performance, either by substance or procedure, may file an appeal with the District Certified Personnel Evaluation Appeals Panel. The appropriate form for the request and the appeals process and hearing procedures are found in this document.
3. Each evaluatee has the opportunity to submit a written response to each formal evaluation at the

- conclusion of the evaluation conference. This response becomes part of the official personnel file.
4. A Corrective Action Plan is developed by the evaluator to address specific concern in employee performance. Once the Corrective Action Plan has been implemented, there is more frequent monitoring by the evaluator and specific assistance is provided to improve performance. When the concern has been corrected, the employee moves back to the regular evaluation cycle.
 5. The evaluator may choose to implement an Assistance Team when there is no improvement through the Corrective Action Plan. The team shall work specifically with the evaluatee, in a non-evaluative role, to provide additional help. If the standard is not met, the district may choose to terminate the employment of the certified employee.

Appeals Process (Board Policy 03.18)

1. All certified school employees, except the Superintendent, have the right to a local appeal panel hearing regardless of the rating on the evaluation. The Superintendent must make his/her appeal to the Board of Education or through a judicial process.
2. The appeals panel shall consist of three certified employees of Somerset Independent School District.
 - a) Two (2) panel members will be elected by a vote of the certified staff. The election will be conducted by the Somerset Education Association. The two certified staff members receiving the most votes will serve as committee members and the next two runners-up will serve as alternates. This shall occur prior to September 1st.
 - b) One (1) panel member shall be appointed by the Somerset Independent Board of Education prior to June 30th each year.
 - c) One (1) alternate shall be appointed by the Somerset Independent Board of Education.
 - d) The panel will elect the chairperson for the appeals committee.
 - e) No panel member shall serve on any appeal on which he/she was the evaluator, or any appeal brought by the member's immediate family.
 - f) No panel member shall serve on any appeal, which has been filed against his/her immediate supervisor.
 - g) All members shall serve on the committee for two years. Members may be reappointed or reelected.
 - h) Other provisions as described in the board policy.
3. An appeal by a certified employee shall meet the following guidelines.
 - A. An appeal shall be signed and submitted on the approved form to the District Evaluation Contact Person within five (5) working days of receipt of the summative evaluation.
 - B. The appeals review panel will review the appeal notification and any documentation supplied by either the evaluator or evaluatee at that time then set a time and place for the hearing. Both the evaluator and the evaluatee will be notified in writing of the date and time of the hearing.
 - C. The evaluatee has the right to a trial-type hearing. Witnesses shall be sworn in by a person authorized to administer oaths under the statutory law of Kentucky. Witnesses shall be questioned in direct examination, cross-examination, redirect examination, and recross-examination.
 - D. The evaluatee appealing to the panel has the burden of proof. The evaluator may respond to any statements made by the evaluatee and may present written records and/or witnesses that support the summative evaluation.

- E. The Somerset Independent Board of Education and the District Evaluation Appeals Panel do not have statutory authority to issue subpoenas for witnesses. The evaluator and the evaluatee will need to make arrangements to have their witnesses present to testify at the hearing.
- F. The evaluator and/or evaluatee shall submit four (4) copies of any written documents that party wants considered by the appeals panel at least five (5) working days prior to the scheduled hearing.
- G. The evaluator and evaluatee shall have a right to receive a copy of all documentation submitted to the appeals panel for their own review at least five (5) working days prior to the scheduled hearing.
- H. The evaluator and the evaluatee shall each have the right to the presence of a chosen representative(s) and to present witnesses.
- I. Evaluation appeals hearings shall be closed unless the appellant requests an open hearing. If the hearing is closed, only panel members, the evaluatee, the evaluator, legal counsel or representative, and the current witness may be present.
- J. The panel shall, at the hearing, consider all written documentation and (interview) hear the evaluatee, evaluator, and all witnesses.
- K. The Somerset Independent School District shall provide for a taped report of the proceedings at the appeals hearing.
- L. The panel shall, after hearing both parties and considering all written documents submitted, make a recommendation to the Superintendent within fifteen (15) working days from the date the appeal is filed. No extension of that deadline beyond April 25th shall be granted without written approval of the Superintendent.
- M. The panel's recommendation may include one of the following:
 - Uphold the original evaluation
 - Remove the summative, or any part of the summative, which the panel finds in error from the personnel file
- N. The Superintendent shall take action within three (3) working days of receiving the panel's recommendation.
- O. In appeals where the Superintendent was the evaluator, the panel's recommendation shall go to the Somerset Independent Board of Education.
- P. A certified employee may appeal to the Kentucky Board of Education in accordance to applicable Kentucky law and regulation.

FORMS

Teacher Name: _____ School: _____

Teacher Self-Reflection

Component	Self-Assessment				Rationale
1A - Demonstrating Knowledge of Content and Pedagogy	I	D	A	E	
1B - Demonstrating Knowledge of Students	I	D	A	E	
1C - Selecting Instructional Outcomes	I	D	A	E	
1D - Demonstrating Knowledge of Resources	I	D	A	E	
1E - Designing Coherent Instruction	I	D	A	E	
1F - Designing Student Assessment	I	D	A	E	
2A - Creating an Environment of Respect and Rapport	I	D	A	E	
2B - Establishing a Culture for Learning	I	D	A	E	
2C - Managing Classroom Procedures	I	D	A	E	
2D - Managing Student Behavior	I	D	A	E	
2E - Organizing Physical Space	I	D	A	E	
3A - Communicating with Students	I	D	A	E	
3B - Using Questioning and Discussion Techniques	I	D	A	E	
3C - Engaging Students in Learning	I	D	A	E	
3D - Using Assessment in Instruction	I	D	A	E	
3E - Demonstrating Flexibility and Responsiveness	I	D	A	E	
4A - Reflecting on Teaching	I	D	A	E	
4B - Maintaining Accurate Records	I	D	A	E	
4C - Communicating with Families	I	D	A	E	
4D - Participating in a Professional Community	I	D	A	E	
4E - Growing and Developing Professionally	I	D	A	E	
4F - Demonstrating Professionalism	I	D	A	E	

Professional Growth Plan

Teacher: _____ School: _____ Year: _____

Connection to Standards		
What standard does your goal relate?		
Professional Learning Goal Statement		
What do I want to change that will effectively impact student learning? What is my personal learning necessary to make that change?		
Action Plan		
Strategies/Actions	Resources/Support	Targeted Completion Date
What will I need to do in order to learn my identified skill or content? How will I apply what I have learned? How will I accomplish my goal?	What resources will I need to complete my plan? What support will I need?	
Evaluator's Signature of Approval		Date:

Year End Review Comments:

Evaluatee's Signature:	Date:
Evaluator's Signature:	Date:

Pre-Observation Form

Teacher	
School	
Grade Level/Subject(s)	
Observer	
Date of Conference	
Date of Observation	

Questions	Notes
What is your identified student learning target(s)? Which standard(s) are the targets aligned with?	
What unit does this lesson fit within?	
How does this lesson fit in the sequence of learning for this class?	
Briefly describe the students in this class, including those with special needs. (IEP, ELL, 504 and/or Gifted)	
What will you do to purposefully engage students? What will the students do? Will the students work in groups, or individually, or as a large group? Provide any materials that the students will be using.	
How will you differentiate instruction for individuals or groups of students?	
How and when will you formatively assess the students so you know they have achieved the learning targets?	
Is there anything that you would like me to specifically observe during the lesson?	

Please attach the lesson plan and any appropriate student handouts.

_____ Teacher's Signature	_____ Date	_____ Observer's Signature	_____ Date
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Post-Observation Form

Teacher	
School	
Grade Level/Subject(s)	
Observer	
Date of Conference	
Date of Observation	

Questions	Notes
Based on the data you have gathered, did the students achieve the learning target(s)? How do you know, and what will you do for those students who did not?	
In addition to the student work witnessed by the observer, what other student work samples, evidence or artifacts assisted you in making your determination for the success of the lesson at meeting the learning target(s)?	
To what extent did classroom procedures, student conduct, and physical space contribute to or hinder student learning?	
Did you depart from your plan? If so, how and why?	
After reflecting on the lesson, if you choose to teach this lesson again next year, what will you differently? Why?	
What do you see as the next step(s) in your professional growth for addressing the needs you have identified through personal reflection?	

Teacher's Signature	Date	Observer's Signature	Date
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TEACHER FORMATIVE OBSERVATION REPORT

Tenured _____ Non-Tenured _____

Evaluatee/Observee _____ Content Area _____ Grade(s) _____

Evaluator/Observer _____ Position _____

Date of Conference (Analyses) _____ School _____

Standards/Performance Criteria	Performance/Products of Practice Ratings				
	Ineffective	Developing	Accomplished	Exemplary	
Measure 1: Planning and Preparation					Discussed
1.A Knowledge of Content and Pedagogy					
1.B Demonstrating Knowledge of Students					
1.C Setting Instructional Outcomes					
1.D Demonstrating Knowledge of Resources					
1.E Designing Coherent Instruction					
1.F Designing Student Assessments					
Overall Rating					
Measure 2: The Classroom Environment					Discussed
2.A Creating an Environment of Respect and Rapport					
2.B Establishing a Culture for Learning					
2.C Managing Classroom Procedures					
2.D Managing Student Behavior					
2.E Organizing Physical Space					
Overall Rating					
Measure 3: Instruction					Discussed
3.A Communicating with Students					
3.B Questioning and Discussion Techniques					
3.C Engaging Students in Learning					
3.D Using Assessment in Instruction					
3.E Demonstrating Flexibility and Responsiveness					
Overall Rating					
Measure 4: Professional Responsibilities					Discussed
4.A Reflecting on Teaching					
4.B Maintaining Accurate Records					
4.C Communicating with Families					
4.D Participating in a Professional Community					
4.E Growing and Developing Professionally					
4.F Showing Professionalism					
Overall Rating					

Overall Rating: _____

EVALUATOR SIGNATURE

DATE

EVALUATEE SIGNATURE

DATE

Agreement with the contents is not necessarily implied by signature.

EVIDENCE TO SUPPORT SCORING OF STANDARDS

If more space is needed for evidence, additional pages are provided at the end of this document. Remember to obtain the appropriate signatures on additional pages.

TEACHER SUMMATIVE EVALUATION FORM

(This summarizes all the evaluation data including formative data, products and performances, portfolio materials, professional development activities, conferences, work samples, reports developed, and other documentation.)

Tenured _____ Non-Tenured _____

Evaluatee _____ Position _____

Evaluator _____ Position _____

School/Work Site _____

Date(s) of Observation(s) 1st 2nd 3rd

Date(s) of Conference(s) 1st 2nd 3rd

Criteria for Determining a Teacher's Professional Practice Rating:

If Measure 2 AND 3 are rated Ineffective, then the Professional Practice Rating shall be Ineffective.

If Measure 1 or 4 are rated Ineffective, then the Professional Practice Rating shall not be Exemplary.

If two Measures are rated Developing and two Measures are rated Accomplished, then the Professional Practice rating shall be Accomplished.

If two Measures are rated Developing and two Measures are rated Exemplary, then the Professional Practice rating shall be Accomplished.

If two Measures are rated Accomplished and two Measures are rated Exemplary, then the Professional Practice rating shall be Exemplary.

Ratings:

Teacher Standards:	Ineffective	Developing	Accomplished	Exemplary
Measure 1: Planning and Preparation				
Measure 2: Classroom Environment				
Measure 3: Instruction				
Measure 4: Professional Responsibilities				
Overall Rating				

Evaluatee's Comments: _____

Evaluator's Comments: _____

To be signed after all information above has been completed and discussed:

Evaluatee: ☐ Agree with this summative evaluation
 ☐ Disagree with this summative evaluation

Signature

Date

Evaluator:

Signature

Date

Opportunities for appeal processes at both the local and state levels are a part of the Somerset Schools Certified Personnel Evaluation Plan.

Certified employees must make their appeals to this summative evaluation within the time frames, mandated in 704 KAR 3:345 Sections 7, 8, 9, and the local Somerset Schools Certified Evaluation Plan.

LIBRARY MEDIA SPECIALIST FORMATIVE OBSERVATION/SITE VISIT REPORT

Tenured _____ Non-Tenured _____

Evaluatee/Observee _____ Content Area _____ Grade(s) _____

Evaluator/Observer _____ Position _____

Date of Conference (Analyses) _____ School _____

Standards/Performance Criteria	Performance/Products of Practice Ratings				Discussed
	Ineffective	Developing	Accomplished	Exemplary	
Measure 1: Planning and Preparation					
1.A Demonstrating Knowledge of Content Curriculum and Process					
1.B Demonstrating Knowledge of Students					
1.C Supporting Instructional Goals					
1.D Demonstrating Knowledge and Use of Resources					
1.E Demonstrating Knowledge of Literature and Lifelong Learning					
1.F Collaborating in the Design of Instructional Experiences					
Overall Rating					
Measure 2: The Library Environment					
2.A Creating an Environment of Respect and Rapport					
2.B Establishing a Culture for Learning					
2.C Managing Library Procedures					
2.D Managing Student Behavior					
2.E Organizing Physical Space					
Overall Rating					
Measure 3: Instruction/Delivery of Service					
3.A Communicating Clearly and Accurately					
3.B Using Questioning and Research Techniques					
3.C Engaging Students in Learning					
3.D Assessment in Instruction (whole-class, one-on-one and small group)					
3.E Demonstrating Flexibility and Responsiveness					
Overall Rating					
Measure 4: Professional Responsibilities					
4.A Reflecting on Practice					
4.B Maintaining Accurate Records					
4.C Communicating with School Staff and Community					
4.D Participating in a Professional Community					
4.E Growing and Developing Professionally					
4.F Collection Development and Maintenance					
4.G Managing the Library Budget					
4.H Managing Personnel					
4.I Professional Ethics					
Overall Rating					

Overall Rating: _____

EVALUATOR SIGNATURE

DATE

EVALUATEE SIGNATURE

DATE

Agreement with the contents is not necessarily implied by signature.

EVIDENCE TO SUPPORT SCORING OF STANDARDS

If more space is needed for evidence, additional pages are provided at the end of this document. Remember to obtain the appropriate signatures on additional pages.

LIBRARY MEDIA SPECIALIST SUMMATIVE EVALUATION FORM

(This summarizes all the evaluation data including formative data, products and performances, portfolio materials, professional development activities, conferences, work samples, reports developed, and other documentation.)

Tenured **Non-Tenured**

Evaluatee	Position

Evaluator	Position
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School/Work Site _____

Date(s) of Observation(s)	1 st	2 nd	3 rd
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Date(s) of Conference(s)	1 st	2 nd	3 rd
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Criteria for Determining a Teacher's Professional Practice Rating:

If Measures 2 AND 3 are rated Ineffective, then the Professional Practice Rating shall be Ineffective.

If Measures 1 or 4 are rated Ineffective, then the Professional Practice Rating shall not be Exemplary.

If two Measures are rated Developing and two Measures are rated Accomplished, then the Professional Practice rating shall be Accomplished.

If two Measures are rated Developing and two Measures are rated Exemplary, then the Professional Practice rating shall be Accomplished.

If two Measures are rated Accomplished and two Measures are rated Exemplary, then the Professional Practice rating shall be Exemplary.

Ratings:

Teacher Standards:	Ineffective	Developing	Accomplished	Exemplary
Measure 1: Planning and Preparation				
Measure 2: Library Environment				
Measure 3: Instruction/Delivery of Service				
Measure 4: Professional Responsibilities				
Overall Rating				

Evaluatee's Comments:

Evaluator's Comments:

To be signed after all information above has been completed and discussed:

Evaluatee: ☐ Agree with this summative evaluation
 ☐ Disagree with this summative evaluation

Evaluator:

Opportunities for appeal processes at both the local and state levels are a part of the Somerset Schools Certified Personnel Evaluation Plan.

Certified employees must make their appeals to this summative evaluation within the time frames, mandated in 704 KAR 3:345 Sections 7, 8, 9, and the local Somerset Schools Certified Evaluation Plan.

COUNSELOR FORMATIVE SITE VISIT REPORT

Tenured _____ Non-Tenured _____

Evaluatee/Observee _____ Content Area _____ Grade(s) _____

Evaluator/Observer _____ Position _____

Date of Conference (Analyses) _____ School _____

Standards/Performance Criteria	Performance/Products of Practice Ratings				
	Ineffective	Developing	Accomplished	Exemplary	
Measure 1: Planning and Preparation					Discussed
1.A Demonstrating Knowledge of Counseling Theory and Techniques					
1.B Demonstrating Knowledge of Child and Adolescent Development					
1.C Establishing Goals for Counseling Program Appropriate to the Setting					
1.D Demonstrating Knowledge of State/Federal Regulations					
1.E Counseling Program Integrated with the Regular School Program					
1.F Developing a Plan to Evaluate the Counseling Program					
Overall Rating					
Measure 2: The Environment					Discussed
2.A Creating an Environment of Respect and Rapport					
2.B Establishing a Culture for Productive Communication					
2.C Managing Routines and Procedures					
2.D Establishing Standards of Conduct and Contribute to the Culture of Behavior					
2.E Organizing Physical Space					
Overall Rating					
Measure 3: Delivery of Service					Discussed
3.A Assessing Student Needs					
3.B Assisting Students with Academic, Personal, and Career Goals					
3.C Using Counseling Techniques in Individual and Classroom Programs					
3.D Brokering Resources to Meet Needs					
3.E Demonstrating Flexibility and Responsiveness					
Overall Rating					
Measure 4: Professional Responsibilities					Discussed
4.A Reflecting on Practice					
4.B Maintaining Accurate Records and Submitting in a Timely Fashion					
4.C Communicating with Families					
4.D Participating in a Professional Community					
4.E Engaging in Professional Development					
4.F Showing Professionalism					
Overall Rating					

Overall Rating: _____

EVALUATOR SIGNATURE

DATE

EVALUATEE SIGNATURE

DATE

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EVIDENCE TO SUPPORT SCORING OF STANDARDS

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COUNSELOR SUMMATIVE EVALUATION FORM

(This summarizes all the evaluation data including formative data, products and performances, portfolio materials, professional development activities, conferences, work samples, reports developed, and other documentation.)

Tenured _____ Non-Tenured _____

Evaluatee _____ Position _____

Evaluator _____ Position _____

School/Work Site _____

Date of Site Visit(s) _____

Date(s) of Conference(s) _____

Criteria for Determining a Teacher's Professional Practice Rating:

If Measures 2 AND 3 are rated Ineffective, then the Professional Practice Rating shall be Ineffective.

If Measures 1 or 4 are rated Ineffective, then the Professional Practice Rating shall not be Exemplary.

If two Measures are rated Developing and two Measures are rated Accomplished, then the Professional Practice rating shall be Accomplished.

If two Measures are rated Developing and two Measures are rated Exemplary, then the Professional Practice rating shall be Accomplished.

If two Measures are rated Accomplished and two Measures are rated Exemplary, then the Professional Practice rating shall be Exemplary.

Ratings:

Teacher Standards:	Ineffective	Developing	Accomplished	Exemplary
Measure 1: Planning and Preparation				
Measure 2: The Environment				
Measure 3: Delivery of Service				
Measure 4: Professional Responsibilities				
Overall Rating				

Evaluatee's Comments: _____

Evaluator's Comments: _____

To be signed after all information above has been completed and discussed:

Evaluatee: ☐ Agree with this summative evaluation
 ☐ Disagree with this summative evaluation

Signature

Date

Evaluator:

Signature

Date

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CERTIFIED SPEECH THERAPIST FORMATIVE OBSERVATION/SITE VISIT REPORT

Tenured _____ Non-Tenured _____

Evaluatee/Observee _____ Content Area _____ Grade(s) _____

Evaluator/Observer _____ Position _____

Date of Conference (Analyses) _____ School _____

Standards/Performance Criteria	Performance/Products of Practice Ratings				
Measure 1: Planning and Preparation	Ineffective	Developing	Accomplished	Exemplary	Discussed
1.A Demonstrating Knowledge and Skill in Specialist Therapy Area					
1.B Establishing Goals for Therapy Program Appropriate to Setting/Student					
1.C Demonstrating Knowledge of District, State and Federal Guidelines					
1.D Demonstrating Knowledge of Resources					
1.E Planning the Therapy Program within the Regular School Program					
1.F Developing a Plan to Evaluation the Specialist Therapy Program					
Overall Rating					
Measure 2: The Environment	Ineffective	Developing	Accomplished	Exemplary	Discussed
2.A Establishing Rapport with Students					
2.B Organizing Time Effectively					
2.C Establishing and Maintaining Clear Procedures for Referrals					
2.D Establishing Standards of Conduct in the Treatment Center					
2.E Organizing Physical Space for Testing and Providing Therapy					
Overall Rating					
Measure 3: Delivery of Service	Ineffective	Developing	Accomplished	Exemplary	Discussed
3.A Responding to Referrals and Evaluating Student Needs					
3.B Developing and Implementing Treatment Plans to Maximize Student Success					
3.C Communicating with Families					
3.D Collecting Information; Writing Reports					
3.E Demonstrating Flexibility and Responsiveness					
Overall Rating					
Measure 4: Professional Responsibilities	Ineffective	Developing	Accomplished	Exemplary	Discussed
4.A Reflecting on Practice					
4.B Collaborating with Teachers and Administrators					
4.C Maintaining an Effective Data Management System					
4.D Participating in a Professional Community					
4.E Engaging in Professional Development					
4.F Showing Professionalism					
Overall Rating					

Overall Rating: _____

EVALUATOR SIGNATURE

DATE

EVALUATEE SIGNATURE

DATE

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EVIDENCE TO SUPPORT SCORING OF STANDARDS

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CERTIFIED SPEECH THERAPIST SUMMATIVE EVALUATION FORM

(This summarizes all the evaluation data including formative data, products and performances, portfolio materials, professional development activities, conferences, work samples, reports developed, and other documentation.)

Tenured_____ Non-Tenured_____

Evaluatee _____ Position _____

Evaluator _____ Position _____

School/Work Site _____

Date(s) of Observation(s) 1st 2nd 3rd

Date(s) of Conference(s) 1st 2nd 3rd

Criteria for Determining a Teacher's Professional Practice Rating:

If Measures 2 AND 3 are rated Ineffective, then the Professional Practice Rating shall be Ineffective.

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If two Measures are rated Developing and two Measures are rated Exemplary, then the Professional Practice rating shall be Accomplished.

If two Measures are rated Accomplished and two Measures are rated Exemplary, then the Professional Practice rating shall be Exemplary.

Ratings:

Teacher Standards:	Ineffective	Developing	Accomplished	Exemplary
Measure 1: Planning and Preparation				
Measure 2: The Environment				
Measure 3: Delivery of Service				
Measure 4: Professional Responsibilities				
Overall Rating				

Evaluatee's Comments: _____

Evaluator's Comments: _____

To be signed after all information above has been completed and discussed:

Evaluatee: ☐ Agree with this summative evaluation
 ☐ Disagree with this summative evaluation

Signature

Date _____

Evaluator:

Signature

Date _____

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INSTRUCTIONAL SPECIALIST FORMATIVE SITE VISIT REPORT

Tenured _____ Non-Tenured _____

Evaluatee/Observee _____ Content Area _____ Grade(s) _____

Evaluator/Observer _____ Position _____

Date of Conference (Analyses) _____ School _____

Standards/Performance Criteria	Performance/Products of Practice Ratings				
	Ineffective	Developing	Accomplished	Exemplary	
Measure 1: Planning and Preparation					Discussed
1.A Knowledge of Current Trends in Instruction and Professional Development					
1.B Demonstrating Knowledge of School/District Program					
1.C Establishing Goals for the Instructional Support Program					
1.D Demonstrating Knowledge of Resources					
1.E Planning the Instructional Support Program					
1.F Developing a Plan to Evaluate the Instructional Support Program					
Overall Rating					
Measure 2: The Environment					Discussed
2.A Creating an Environment of Trust and Respect					
2.B Establishing a Culture for Ongoing Instructional Improvement					
2.C Establishing Clear Procedures for Teachers to Gain Access to Support					
2.D Establishing and Maintaining Norms of Behavior for Professional Interactions					
2.E Organizing Physical Space for Workshops and Training					
Overall Rating					
Measure 3: Delivery of Service					Discussed
3.A Collaborating with Teachers in the Design of Instructional Units and Lessons					
3.B Engaging Teachers in Learning New Instructional Skills					
3.C Sharing Expertise with Staff					
3.D Locating Resources for Teachers to Support Instructional Improvement					
3.E Demonstrating Flexibility and Responsiveness					
Overall Rating					
Measure 4: Professional Responsibilities					Discussed
4.A Reflecting on Teaching					
4.B Preparing and Submitting Budgets and Reports					
4.C Coordinating Work with Other Instructional Specialists					
4.D Participating in a Professional Community					
4.E Engaging in Professional Development					
4.F Showing Professionalism					
Overall Rating					

Overall Rating: _____

EVALUATOR SIGNATURE

DATE

EVALUATEE SIGNATURE

DATE

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EVIDENCE TO SUPPORT SCORING OF STANDARDS

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INSTRUCTIONAL SPECIALIST SUMMATIVE EVALUATION FORM

(This summarizes all the evaluation data including formative data, products and performances, portfolio materials, professional development activities, conferences, work samples, reports developed, and other documentation.)

Tenured _____ Non-Tenured _____

Evaluatee _____ Position _____

Evaluator _____ Position _____

School/Work Site _____

Date(s) of Observation(s) 1st _____ 2nd _____ 3rd _____

Date(s) of Conference(s) 1st _____ 2nd _____ 3rd _____

Criteria for Determining a Teacher's Professional Practice Rating:

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If Measures 1 or 4 are rated Ineffective, then the Professional Practice Rating shall not be Exemplary.

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If two Measures are rated Developing and two Measures are rated Exemplary, then the Professional Practice rating shall be Accomplished.

If two Measures are rated Accomplished and two Measures are rated Exemplary, then the Professional Practice rating shall be Exemplary.

Ratings:

Teacher Standards:	Ineffective	Developing	Accomplished	Exemplary
Measure 1: Planning and Preparation				
Measure 2: The Environment				
Measure 3: Delivery of Service				
Measure 4: Professional Responsibilities				
Overall Rating				

Evaluatee's Comments: _____

Evaluator's Comments: _____

To be signed after all information above has been completed and discussed:

Evaluatee: ☐ Agree with this summative evaluation
 ☐ Disagree with this summative evaluation

Signature

Date

Evaluator:

Signature

Date

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PRINCIPAL/ASSISTANT PRINCIPAL FORMATIVE APPRAISAL FORM

(Evaluator and evaluatee discuss and complete prior to developing the administrator's professional growth plan and summative evaluation instruments. This document is the summary of data collected for formative purposes.)

Evaluatee/Observee _____ Position _____

Evaluator/Observer _____ Site Visit Date: _____

Standards/Performance Criteria	Ineffective	Developing	Accomplished	Exemplary	Discussed
Standard 1: Mission, Vision & Core Values <i>Effective educational leaders develop, advocate, and enact a shared mission, vision and core values of high-quality education and academic success and well-being of each student.</i>					
Standard 2: Ethics & Professional Norms <i>Effective educational leaders act ethically and according to professional norms to promote each student's academic success and well-being.</i>					
Standard 3: Equity & Cultural Responsiveness <i>Effective educational leaders strive for equity of educational opportunity and culturally responsive practices to promote each student's success and well-being.</i>					
Standard 4: Curriculum, Instructions & Assessment <i>Effective educational leaders develop and support intellectually rigorous and coherent systems of curriculum, instruction and assessment to promote each student's academic success and well-being.</i>					
Standard 5: Community of Care & Support for Students <i>Effective educational leaders cultivate an inclusive, caring and supportive school community that promotes the academic success and well-being of each student.</i>					
Standard 6: Professional Capacity of School Personnel <i>Effective educational leaders develop the professional capacity and practice of school personnel to promote each student's success and well-being.</i>					
Standard 7: Professional Community for Teachers & Staff <i>Effective educational leaders foster a professional community of teachers and other professional staff to promote each student's academic success and well-being.</i>					
Standard 8: Meaningful Engagement of Families & Community <i>Effective educational leaders engage families and the community in meaningful, reciprocal and mutually beneficial ways to promote each student's success and well-being.</i>					
Standard 9: Operations & Management <i>Effective educational leaders manage school operations and resources to promote each student's success and well-being.</i>					
Standard 10: School Improvement <i>Effective educational leaders act as agents of continuous improvement to promote each student's success and well-being.</i>					
Overall rating for Summative Evaluation Form					

Agreement with the contents is not necessarily implied by signature.

EVALUATOR SIGNATURE

DATE

EVALUATEE SIGNATURE

DATE

EVIDENCE TO SUPPORT SCORING OF STANDARDS

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PRINCIPAL/ASSISTANT PRINCIPAL SUMMATIVE EVALUATION FORM

(This summarizes all the evaluation data including formative data, products and performances, portfolio materials, professional development activities, conferences, work samples, reports developed, and other documentation.)

Tenured _____ Non-Tenured _____

Evaluatee _____ Position _____

Evaluator _____ Position _____

School/Work Site _____

Date of Site Visit(s) _____ Date of Conference(s) _____

Ratings:

Principal Standards:	Ineffective	Developing	Accomplished	Exemplary
1. Mission, Vision & Core Values				
2. Ethics & Professional Norms				
3. Equity & Cultural Responsiveness				
4. Curriculum, Instruction & Assessment				
5. Community of Care & Support for Students				
6. Professional Capacity of School Personnel				
7. Professional Community for Teachers & Staff				
8. Meaningful Engagement of Families & Community				
9. Operations & Management				
10. School Improvement				
Overall Rating				

Evaluatee's Comments: _____

Evaluator's Comments: _____

To be signed after all information above has been completed and discussed:

Evaluatee: ☐ Agree with this summative evaluation
☐ Disagree with this summative evaluation

Signature

Date

Evaluator:

Signature

Date

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Certified employees must make their appeals to this summative evaluation within the time frames, mandated in 704 KAR 3:345 Sections 7, 8, 9, and the local Somerset Schools Certified Evaluation Plan.

ADMINISTRATOR FORMATIVE APPRAISAL FORM

(Evaluator and evaluatee discuss and complete prior to developing the administrator's professional growth plan and summative evaluation instruments. This document is the summary of data collected for formative purposes.)

Evaluatee/Observee _____ Position _____

Evaluator/Observer _____ Site Visit Date: _____

Standards/Performance Criteria	Performance/Product/Portfolio Ratings				
	Ineffective	Developing	Accomplished	Exemplary	Discussed
1: Vision: The education leader promotes the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by all stakeholders.					
1.1. Collaboratively develops and implements a shared vision and mission.					
1.2. Collects and uses data to identify goals, assess organizational effectiveness, and promote organizational learning.					
1.3. Creates and implements plans to achieve goals.					
1.4. Promotes continuous and sustainable improvement.					
1.5. Monitors and evaluates progress and revises plans.					
Overall rating for Summative Evaluation Form					
2: School Culture and Learning: The education leader promotes the success of every student by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.					
2.1. Nurtures and sustains a culture of collaboration, trust, learning, and high expectations.					
2.2. Creates a comprehensive, rigorous, and coherent curricular program.					
2.3. Creates a personalized and motivating learning environment for students.					
2.4. Supervises instruction.					
2.5. Develops assessment and accountability systems to monitor student progress.					
2.6. Develops the instructional and leadership capacity of staff.					
2.7. Maximizes time spent on quality instruction.					
2.8. Promotes the use of the most effective and appropriate technologies to support teaching and learning.					
2.9. Monitors and evaluates the impact of the instructional program.					
Overall rating for Summative Evaluation Form					
3: Management: The education leader promotes the success of every student by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.					
3.1. Monitors and evaluates the management and operational systems.					
3.2. Obtains, allocates, aligns, and efficiently utilizes human, fiscal, and technological resources.					
3.3. Promotes and protects the welfare and safety of students and staff.					
3.4. Develops the capacity for distributed leadership.					
3.5. Ensures teacher and organizational time is focused to support quality instruction and student learning.					
3.6. Modifies own professional development plan to improve instructional performance and to promote student learning.					
3.7. Demonstrates punctuality and good attendance for all duties.					
3.8. Adheres to school board policies and administrative procedures.					
3.9. Adheres to the state professional code of ethics.					
3.10 Performs other duties as assigned and meets local school district job expectations and requirements in job description.					

Overall rating for Summative Evaluation Form					
Standards/Performance Criteria	Performance/Product/Portfolio Ratings				
4: Collaboration: The education leader promotes the success of all students by collaborating with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources.	Ineffective	Developing	Accomplished	Exemplary	Discussed
4.1. Collects and analyzes data and information pertinent to the educational environment.					
4.2. Promotes understanding, appreciation, and use of the community's diverse cultural, social, and intellectual resources.					
4.3. Builds and sustains positive relationships with families and caregivers.					
4.4. Builds and sustains productive relationships with community partners.					
Overall rating for Summative Evaluation Form					
5: Integrity, Fairness, Ethics: The education leader promotes the success of every student by acting with integrity, fairness, and in an ethical manner.	Ineffective	Developing	Accomplished	Exemplary	Discussed
5.1. Ensures a system of accountability for every student's academic and social success.					
5.2. Models principles of self-awareness, reflective practice, transparency, and ethical behavior.					
5.3. Safeguards the values of democracy, equity, and diversity.					
5.4. Considers and evaluates the potential, moral and legal consequences of decision-making.					
5.5. Promotes social justice and ensures that individual student needs inform all aspects of schooling.					
Overall rating for Summative Evaluation Form					
6. Political, Economic, Legal: The education leader promotes the success of every student by understanding, responding to, and influencing the political, social, economic, legal, and cultural context.	Ineffective	Developing	Accomplished	Exemplary	Discussed
6.1 Advocates for children, families, and caregivers.					
6.2. Acts to influence local, district, state, and national decisions affecting student learning.					
6.3 Assesses, analyzes, and anticipates emerging trends and initiatives in order to adapt leadership strategies.					
Overall rating for Summative Evaluation Form					

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EVALUATOR SIGNATURE

DATE

EVALUATEE SIGNATURE

DATE

EVIDENCE TO SUPPORT SCORING OF STANDARDS

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ADMINISTRATOR SUMMATIVE EVALUATION FORM

(This summarizes all the evaluation data including formative data, products and performances, portfolio materials, professional development activities, conferences, work samples, reports developed, and other documentation.)

Tenured _____ Non-Tenured _____

Evaluatee _____ Position _____

Evaluator _____ Position _____

School/Work Site _____

Date of Observation(s) _____

Date of Conference(s) _____

Ratings:

Teacher Standards:	Ineffective	Developing	Accomplished	Exemplary
1. Vision				
2. School Culture and Learning				
3. Management				
4. Collaboration				
5. Integrity, Fairness, Ethics				
6. Political, Economic, Legal				
Overall Rating				

Evaluatee's Comments: _____

Evaluator's Comments: _____

To be signed after all information above has been completed and discussed:

Evaluatee: ☐ Agree with this summative
evaluation
☐ Disagree with this summative
evaluation

Signature

Date

Evaluator:

Signature

Date

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INDIVIDUAL CORRECTIVE ACTION PLAN

for

Work Site _____ Date: _____ School Year: _____

Standard Number	*Present PG Stage	Growth Objective/ Goal(s) (Describe desired outcomes.)	Procedures and Activities for Achieving Goals and Objectives	Expected Impact	Target Dates for Completion

Employee's Comments _____

Supervisor's Comments _____

This Individual Professional Growth Plan is aligned with the School Improvement/Consolidated and/or Professional Development Plans of the school/district.

Individual Corrective Action Plan Developed:		Review: ___ Achieved ___ Revised ___ Continued	
_____ Evaluatee's Signature	_____ Date	_____ Evaluatee's Signature	_____ Date
_____ Evaluator's Signature	_____ Date	_____ Evaluator's Signature	_____ Date

*Professional Growth Stages: O/A = Orientation/Awareness P/A = Preparation/Application I/M = Implementation/Management R/I = Refinement/Impact

Evaluation Appeals Hearing Request Form

I, _____, have been evaluated by
_____ during the current school year Evaluation cycle.

My disagreement with the findings of the summative evaluation has been thoroughly discussed with my evaluator. I respectfully request the Somerset Independent School District Evaluation Appeals Committee to hear my appeal.

My appeal challenges the summative findings on:

_____ Substance

_____ Procedure

_____ Both Substance and Procedure

The date of the summative conference was _____.

The date the evaluator was notified of my intent to appeal was _____.

Signature: _____

Date: _____

This form shall be presented in person or by mail to the Somerset Independent School District Evaluation Contact within five (5) working days of the summative conference as stipulated in the District Evaluation Plan.