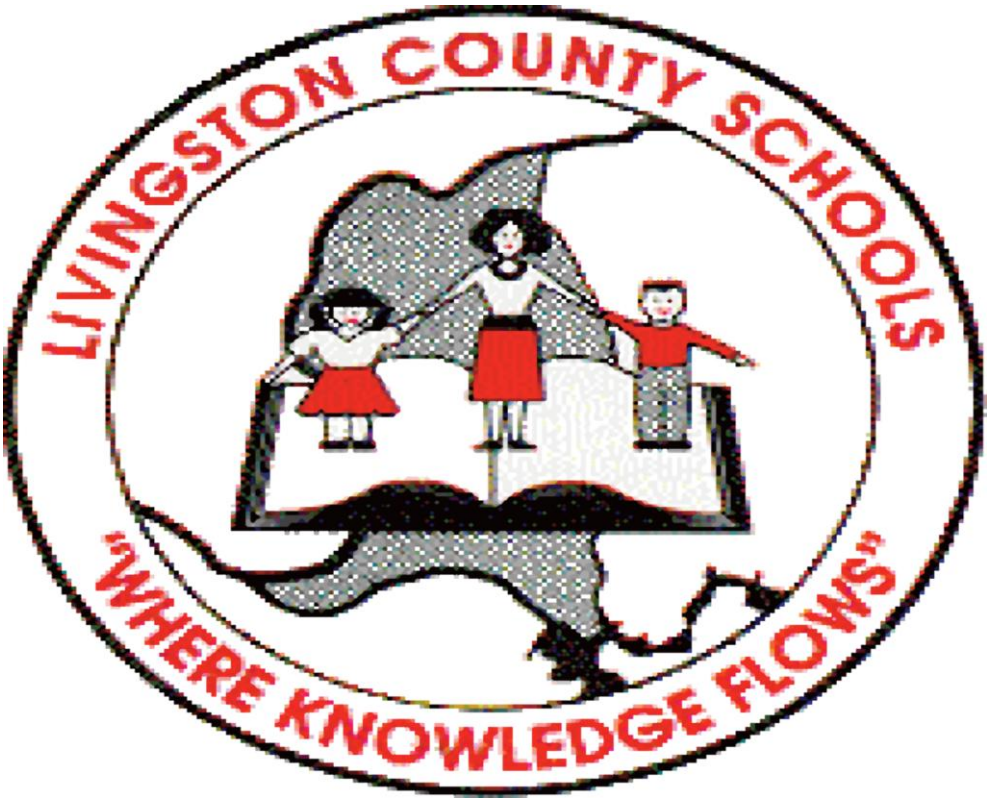
Certified Personnel Evaluation Plan

Increasing The Flow



Of Knowledge

… Together

LIVINGSTON COUNTY SCHOOLS
PROFESSIONAL GROWTH & EVALUATION OF
CERTIFIED PERSONNEL

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ASSURANCE
CERTIFIED SCHOOL PERSONNEL EVALUATION PLAN

The Livingston School District 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.

The evaluation process and criteria for evaluation will be explained to and discussed with all certified personnel annually within one month of reporting for employment. This shall occur prior to the implementation of the plan. The evaluation of each certified staff member will be conducted or supervised by the immediate supervisor of the employee.

All certified employees shall develop an Individual Professional Growth Plan (IGP) that shall be aligned with the school/district improvement plan and comply with the requirements of 704 KAR 3:345. The IGP will be reviewed annually.

All administrators, to include the superintendent and non-tenured teachers, will be evaluated annually.

All tenured teachers will be evaluated a minimum of once every three years.

Each evaluator will be trained and approved in the use of appropriate evaluation techniques and the use of local instruments and procedures.

Each person evaluated will have both formative and summative evaluations with the evaluator regarding his/her performance.

Each evaluatee shall be given a copy of his/her summative evaluation and the summative evaluation shall be filed with the official personnel records.

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 the presence of evaluatee's chosen representative.

The evaluation plan process will not discriminate on the basis of race, national origin, religion, marital status, sex, or disability.

This evaluation plan will be reviewed as needed and any substantive revisions will be submitted to the Department of Education for approval.

The local Board of Education approved the Evaluation Plan as recorded in the minutes of the meeting held on _____.

_____ _____
Signature of District Superintendent Date

_____ _____
Signature of Chairperson, Board of Education Date

District Contact Person

Ken Bargo, Superintendent
P.O. Box 219
127 East Adair
Smithland, KY 42081
Kennith.Bargo@Livingston.Kyschools.us

Phone: (270) 928-2111
Fax: (270) 928-2112

2009-2010

Certified Evaluation Committee

Teachers
Resanda Robertson
Lauren Ramage
Jerri Preston
Leigh Choat
Becky Dunning

Administrators
Sandra Crowley
Lisa Huddleston
Larry McGregor
Sheri Henson

Superintendent
Ken Bargo

COMMITTEE STATEMENT

As members of the Livingston County School's Professional Growth and Evaluation of Certified Personnel Committee, we have prepared this document to ensure the continued success of student achievement with administrators and educators working together.

_____	_____
Sandra Crowley, Principal North Livingston Elementary	Sheri Henson, Principal South Livingston Elementary
_____	_____
Lisa Huddleston, Principal Livingston Central High School	Larry McGregor, Principal Livingston County Middle School
_____	_____
Leigh Choat, Teacher Livingston Central High School	Becky Dunning, Teacher South Livingston Elementary
_____	_____
Jerri Preston, Teacher South Livingston Elementary School	Lauren Ramage, Teacher North Livingston Elementary School
_____	_____
Resanda Robertson Livingston County Middle School	Kennith Bargo, Superintendent Livingston County Schools

This committee is reviewing the plan for the 2009-2010 school year.

Livingston County District's
Summative Evaluation Appeals Panel

2008-2009 / 2009-2010

Board Appointed

Chair:	Sheri Henson
Alternate/Chair:	Larry McGregor

Elected

Teachers:	Joe Moneymaker Pam Simmons
Alternate Teachers:	Dianne Morgan Josh Johnson

Livingston County Schools Certified Personnel Evaluation

PURPOSE

The purposes of the evaluation system shall be to: improve instruction, provide a measure of performance accountability to citizens, foster professional growth, and support individual personnel decisions.

DEVELOPMENT OF SYSTEM

An evaluation system has been developed by an evaluation committee for all certified employees below the level of district superintendent which is in compliance with **KRS 156.557** and **704 KAR 3:345**

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

Formative Process: An observation is conducted after a pre-conference, with a post-observation conference within five (5) working days following the classroom observation. The immediate supervisor will conduct post-observations or feedback conferences to review the data gathered during the observation period. These conferences will offer the supervisor opportunities to discuss the teaching/learning situation, to give guidance and encouragement and to provide specific recommendations for improvement.

Summative Process: During the summative conference, the primary evaluator will review all the evaluation data collected during the formative evaluation phase with the teacher and provide the teacher with a copy of the completed evaluation instrument. In addition, the evaluator will inform the teacher that he/she may submit a written response and/or file an appeal with the District Appeals Committee.

Contents of Official Personnel File: The evaluation reports, along with any written responses made by the evaluatee, will become a part of the evaluatee's official file.

GROWTH PLAN

A Professional Growth Plan is an integral component of the evaluation system. The Growth Plan shall be developed jointly by the evaluator and the evaluatee and must be aligned with the school/district improvement plan. Activities may include, but may not be limited to workshops, visits to other classrooms and schools, consultation with resource teachers and instructional supervisors, and review of relevant literature. It is expected that every formative and summative conference include a discussion of the Professional Growth Plan. During the Professional Growth Plan conference, all formal and informal data gathered throughout the year will be considered in the development of the evaluatee's Professional Growth Plan. Any needed revisions shall be made during the discussion or at any other time deemed appropriate. All certified staff members below the level of the district superintendent will review Professional Growth Plans, at the minimum, annually.

RESPONSIBILITY

The immediate supervisor will be the primary evaluator for certified staff members.

- The Livingston County Board of Education appraises the performance of the Superintendent.
- Opportunities for the professional growth of the Superintendent will be provided pursuant to **KRS 156.111** and **704 KAR 3:345**.

NOTIFICATION

All immediate supervisors shall explain to and discuss with all certified school personnel the criteria on which they will be evaluated no later than the end of the first month of reporting for employment for each school year. The Superintendent or his/her designee shall explain to and discuss with all administrators the criteria on which they will be evaluated no later than the end of the first month of reporting for employment for each school year.

TRAINING: At the onset of each school year, the district shall conduct the training of designated personnel who will facilitate the evaluative process for employees under his/her jurisdiction.

Training shall: (a) Include skill development in the use of the local evaluation process. (b) Include skill development in the identification of effective teaching and management practices, effective observation and conferencing techniques, establishing and assisting with certified employee professional growth plan, and summative evaluation techniques relative to the academic expectations in 703 KAR 4:060. This training shall be conducted by a provider who has been approved by the Kentucky Department of Education as a trainer for the Instructional Leadership Improvement Program; (c) Be provided by the Kentucky Department of Education for all new administrators who are designated as evaluators. Other administrators who have not received training in the skill areas listed in paragraph (b) of this subsection may participate also; and (d) Be approved as a part of the evaluation plan and procedures submitted to the Kentucky Department of Education.

EVALUATION CYCLE

Each non-tenured teacher, other than interns, will be evaluated annually and will be formally observed at least two (2) times during the school year. The summative evaluation form will be placed in the employee's official personnel file.

Tenured teachers will be summatively evaluated a minimum of once during a three-year cycle. Additional data will be gathered annually during the entire three-year cycle and all data gathered will be presented during the end-of-cycle summative conference. Observations occurring during this cycle may be formal and informal. Multiple observations and feedback conferences will be conducted with tenured teachers whose initial observation results are unsatisfactory. This intervention may be conducted annually or at the discretion of the evaluator as deemed necessary. The summative evaluation form will be placed in the employee's official personnel file.

All administrators will be evaluated annually and a copy of the summative evaluation form will be placed in the employee's official personnel file.

All certified personnel, below the level of the district superintendent, will complete an individual Professional Growth Plan, aligned with the school or district improvement plan and will review the plan a minimum of once per year. Individual Professional Growth Plans will be placed in the employee's official personnel file.

OBSERVATIONS

All observations must be conducted openly, and data/information collected during formative phase of the process must be made with the full awareness of the individual being evaluated. Notice shall be given the certified employee if information or data is gathered outside the formal process.

If a summative evaluation instrument is marked unsatisfactory on any one or more standard or if an immediate change is required in teacher behavior or practice, a Corrective Action Plan must be developed. Steps in the corrective action process include:

Within five (5) working days of the observation, the principal and evaluatee shall meet and discuss the standard(s) for which the evaluatee was marked unsatisfactory. During this meeting, recommendations for improvement, specific actions for correcting the deficiencies, and a time frame for future observations and meetings shall be developed.

Immediately following observation of an incident or occurrence that requires an immediate change in teacher practice or behavior, the principal and evaluatee shall meet and discuss the behavior or performance in need of immediate change. During this meeting, recommendations for improvement, specific actions for correcting the deficiencies, and a time frame for correcting the problem shall be developed.

A summative evaluation shall be conducted each year until the identified deficiency has been corrected. In the event the deficiency is not correctable and the teacher is a detriment to the school, steps may be taken to remove the teacher from his/her position.

THIRD PARTY OBSERVER PROCESS

If requested by the teacher, observations by another teacher trained in the teacher's content area or by curriculum content specialists shall be provided. The selection process of the third-party observer shall, if possible, be determined through mutual agreement by evaluator and evaluatee. A teacher who exercises this option shall do so, in writing to the evaluator, by no later than February 15 of the academic year in which the summative evaluation occurs. If the evaluator and evaluatee have not agreed upon the selection of the third-party observer within five (5) working days of the teacher's written request, the evaluator shall select the third-party observer.

REVIEW

All employees shall be afforded an opportunity for a review of their evaluations. All written evaluations shall be discussed with the evaluatee, and he/she shall have the opportunity to attach a written statement to the evaluation instrument. Both the evaluator and evaluatee shall sign and date the evaluation instrument. All evaluations shall be maintained in the employee's personnel file.

APPEAL PANEL

LIVINGSTON COUNTY SCHOOLS
ELECTION PROCEDURES FOR APPEAL PANEL

The District has established a panel to hear evaluation appeals. Appeal Panel members may review evaluations, if a written appeal is received.

Any certified employee who believes that he/she was not fairly evaluated on the summative evaluation may appeal to the panel within ten (10) working days of the receipt of the summative evaluation.

Two members of the panel shall be elected by and from the certified employees of the District. Two alternates shall also be elected by and from the certified employees, to serve in the event an elected member cannot serve. The Board shall appoint one certified employee and one alternate certified employee to the panel.

The two (2) people receiving the highest number of votes from all certified staff will be the elected members of the Appeals Panel with the persons being third (3) and fourth (4) serving as alternates. A third regular Appeals Panel member and alternate will be appointed by the School Board.

All terms of panel members and alternates shall be for two (2) years and run from July1 to June 30. Members may be reappointed or reelected.

The chairperson of the panel shall be the certified employee appointed by the Board.

LIVINGSTON COUNTY SCHOOLS
APPEALS PANEL HEARING REQUEST FORM

I, _____,have been evaluated by _____ during the current evaluative cycle. My disagreement with the findings of the summative has been thoroughly discussed with my evaluator.

I respectfully request the Livingston County School District Evaluation Appeals Panel to hear my appeal. This appeal challenges the summative findings on (check one of the following):

_____ Substance _____ Procedure _____ Both Substance & Procedure

What specifically do you object to or why do you feel you were not fairly evaluated?

_____

_____

_____

_____

_____

If additional space is needed, please attach an extra sheet.

_____ _____
Signature Date

Date of Summative conference _____

Date evaluator notified of intent to appeal _____

_____ _____
Signature of Evaluator Date

This form shall be presented in person or by mail to appointed chair of the appeals panel within ten (10) working instructional days of completion of the summative conference.

PRELIMINARY HEARING

Date: _____

Time: _____

PURPOSE

The purpose of the preliminary hearing is to exchange documents and establish hearing procedures.

The following information will be provided to the Panel by the evaluatee and the evaluator at this time:

- Documentation to be presented at the hearing-- four (4) copies
- The name of their chosen representative / counsel (if any)--restricted to one (1)
- Witnesses to be called (if any)

The chairperson will explain the procedure for the hearing and any necessary timeline to be followed. The hearing is a personnel matter and closed to the public. Witnesses that are called will not be allowed to observe the hearing process other than during their testimony. The Board of Education shall provide legal counsel to the Panel, if requested.

LIVINGSTON COUNTY SCHOOLS
APPEALS PANEL HEARING PROCEDURES

PURPOSE
An Appeals Panel shall be established in accordance with KRS Chapter 156.557 and 704 KAR 3:345. This panel shall determine if the evaluation process and guidelines have been followed according to the District's evaluation plan and to ascertain whether the content of the summative evaluation is substantially correct or incorrect.

The burden of proof that an employee was not fairly and/or correctly evaluated on the summative evaluation rests with the employee who appeals to the Panel.

CONFLICTS OF INTEREST
No Panel member shall serve on any Appeal Panel for which she/he was the evaluator. A Panel Member shall not hear an appeal filed by his/her immediate supervisor. Panel Members with friendship ties to either appealing party shall request to be replaced by an alternate Panel Member.

Whenever a Panel Member or a Panel Member's immediate family appeals to the Panel, the member shall not serve on the Panel. Immediate family shall include father, mother, brother, sister, husband, wife, son, daughter, uncle, aunt, nephew, niece, grandparent and corresponding in-laws.

APPEALS
Pursuant to Board Policy 03.18, any certified employee who believes that she/he was not fairly evaluated on the summative evaluation may appeal to the Evaluation Appeals Panel in accordance with the following procedures:

1. Both the evaluatee and evaluator shall submit four (4) copies of any appropriate documentation to be reviewed by members of the Appeals Panel in the presence of all three (3) members. The members of the Appeals Panel, evaluatee, and evaluator, will be the only persons to review the documentation. The evaluatee and the evaluator shall retain all received and shared information. All documentation for the panel members will be located in a secure place in the Central office except during Appeals Panel meetings. Confidentiality will be maintained. Panel members shall not carry copies of the documentation away from the established meeting.

2. The Panel will meet, review all documents, discuss, and prepare questions to be asked of each party by the Chairperson. Panel members may pose additional questions during the hearing.

3. The Panel will set the time and place for the hearing, and the chairperson will provide written notification to the appealing employee and his/her evaluator of the date, time, and place to appear before the Panel to answer questions.

4. Legal counsel and/or chosen representative may be present during the hearing to represent either or both parties. (limit of one (1) representative)

5. For official records, the hearing will be audio taped and a copy provided to both parties if requested in writing.

6. Only Panel members, the evaluatee and evaluator, legal counsel, and/or the employee's chosen representative will be present at the hearing.

7. Witnesses may be presented, but will be called one at a time and will not be allowed to observe the proceedings.

HEARINGS

The following procedures will be implemented during the hearings:

1. The Chairperson of the Appeals Panel will convene the hearing, review procedures, and clarify the panel's responsibilities.

2. Each party will be allowed to make a statement of claim. The evaluatee will begin.

3. The Panel may question the evaluatee and evaluator.

4. The Chairperson may disallow materials and/or information to be presented or used in the hearing when she/he determines that such materials and/or information is not relevant to the appeal.

5. Each party (evaluator and evaluatee) will be asked to make closing remarks.

6. The chairperson of the Panel will make closing remarks.

7. The Panel will deliberate in private to determine their findings.

8. The decision of the Panel, after sufficiently reviewing all evidence, may include, but not be limited to, the following:

    a. Uphold the original evaluation
    b. Order a new evaluation by a second party
    c. Amend any or all of the summative evaluation the Panel finds in error.

9. The chairperson of the Panel shall present the Panel's decision to the evaluatee, evaluator, and the Superintendent within fifteen (15) working days following the review.

10. The Superintendent shall act on the recommendation(s) of the Panel.

11. The Superintendent's decision, the Panel's recommendation, and the original summative evaluation form shall be placed in the employees evaluation file. In the case of a new evaluation, both evaluations shall be included in the employee's personnel file.

12. The Panel's decision may be appealed to the Kentucky Board of Education based on grounds and procedures contained in statute and regulation.

LIVINGSTON COUNTY SCHOOLS APPEALS PANEL

REPORT OF FINDINGS

Evaluatee:
Representative:

Evaluator (s):
Representative:

Panel Members:

Preliminary Hearing:
Hearing Date:

Findings:

a. Uphold the original evaluation
b. Order a new evaluation by a second party.
c. Amend any or all of the summative evaluation the Panel finds in error.

_____

_____

_____

_____

The Local District Appeals Panel has carefully reviewed the information presented and in our best professional judgment we believe our findings to be accurate.

Signed: _____ **Date: _____**

_____

_____

Any evaluatee who feels that the procedural issues were violated may appeal the decision to the Kentucky State Board for Elementary and Secondary Education Appeals Panel.

LIVINGSTON COUNTY SCHOOLS
RECOURSE FOR DISAGREEMENT WITH EVALUATION

Appeal Process Based on 704 KAR 3:345 in compliance with KRS 156.557

1. The person being evaluated may signify disagreement with the evaluation by stating those disagreements in the comment section of the summative evaluation instrument. If necessary, an additional attachment can be made to the report.

2. Personnel being evaluated may submit a written appeal concerning evaluation to the district Appeals Panel. This appeal must be filed within ten (10) working instructional days from the date of the summative conference. Every staff member has a right to an appeal and hearing.

3. In the event of an appeal, the teacher may choose to direct his/her appeal to the district Appeals Panel. In the event of an appeal by an administrator, the administrator may appeal to the district appeals panel chairperson. The Appeals Panel shall conduct a review of the evaluation and shall make a final determination as indicated by reviewing the evaluation data and/or interviewing the personnel involved. The appeal process shall include a hearing.

4. Both parties in an appeal have the right to examine all documentation to be presented reasonably in advance of the hearing. Both parties have the right to one representative of their choice.

5. The Appeals Panel chairperson shall prepare a written finding stating the results of the appeals hearing.

6. If not satisfied with local decisions, matters of procedure may be appealed to the State Appeals Board as referenced below in 704 KAR 3:345.

7. 704 KAR 3:345 (9) states that:
   (a) The Kentucky Board of Education shall appoint a committee of three (3) state board members to serve on the State Evaluation Appeals Panel. Its jurisdiction shall be limited to procedural matters already addressed by the local appeals panel required by KRS 156.557 (5). The panel shall not have jurisdiction relative to a complaint involving the professional judgmental conclusion of an evaluation, and the panel's review shall be limited to the record of proceedings at the local district level.

   (b) No later than thirty (30) days after the final action or decision at the local district level, the certified employee may submit a written request to the chief state school officer for a review before the State Evaluation Appeals Panel. An appeal not filed in a timely manner shall not be considered. A specific description of the complaint and grounds for appeal shall be submitted with this request.

(c) A brief, written statement and other documents which a party wants considered by the State Evaluation Appeals Panel shall be filed with the panel and served on the opposing party at least twenty (20) days prior to the scheduled review.

(d) A decision of the Appeals Panel shall be rendered within fifteen (15) working days after the review.

(e) A determination of noncompliance shall render the evaluation void, and the employee shall have the right to be reevaluated.

LIVINGSTON COUNTY SCHOOLS

TEACHER FORMATIVE OBSERVATION REPORT

(Evaluator and evaluatee discuss and complete prior to developing the teacher's professional growth plan and summative evaluation instruments. This analysis document is the summary of data collected for formative purposes such as: observations, professional development activities, portfolio entries, products, units of study, walk-throughs, etc.)

Tenured _____ Non-Tenured _____ Reg. Ed. _____ Special Ed. _____ SLP _____

Evaluatee/Observee _____ **Grade(s)** _____

School _____

Evaluator/Observer _____ **Position** _____

Date of Observation _____ **Date of Conference** _____

Standards/Performance Criteria	Performance/Product/Portfolio Ratings N/O = Not Observed N/A = Not Applicable				
1: The teacher demonstrates applied content knowledge	Excellent	Satisfactory	*Growth Needed	N/O	N/A
1.1 Communicates concepts, processes, and knowledge.					
1.2 Connects content to life experiences of student.					
1.3 Demonstrates instructional strategies that are appropriate for content and contribute to student learning.					
1.4 Guides students to understand content from various perspectives.					
1.5 Identifies and addresses students' misconceptions of content.					
Overall rating for Summative Evaluation Form					
Comments:					
2: The teacher designs and plans instruction	Excellent	Satisfactory	*Growth Needed	N/O	N/A
2.1 Develops significant objectives aligned with standards.					
2.2 Uses contextual data to design instruction relevant to students.					
2.3 Plans assessments to guide instruction and measure learning objectives.					
2.4 Plans instructional strategies and activities that address learning objectives for all students.					
2.5 Plans instructional strategies and activities that facilitate multiple levels of learning.					
Comments:					
3: The teacher creates and maintains learning climate	Excellent	Satisfactory	*Growth Needed	N/O	N/A
3.1 Communicates high expectations.					
3.2 Establishes a positive learning environment.					
3.3 Values and supports student diversity and addresses individual needs.					
3.4 Fosters mutual respect between teacher and students and among students.					
3.5 Provides a safe environment for learning.					
Comments:					

4: The teacher implements and manages instruction	Excellent	Satisfactory	*Growth Needed	N/O	N/A
4.1 Uses a variety of instructional strategies that align with learning objectives and actively engage students.					
4.2 Implements instruction based on diverse student needs and assessment data.					
4.3 Uses time effectively.					
4.4 Uses space and materials effectively.					
4.5 Implements and manages instruction in ways that facilitate higher order thinking.					
Comments:					

5: The teacher assess and communicates learning results	Excellent	Satisfactory	*Growth Needed	N/O	N/A
5.1 Uses pre-assessments.					
5.2 Uses formative assessments.					
5.3 Uses summative assessments.					
5.4 Describes, analyzes, and evaluates student performance data.					
5.5 Communicates learning results to students and parents.					
5.6 Allows opportunity for student self-assessment.					
Comments:					

6: The teacher demonstrates the implementation of technology	Excellent	Satisfactory	*Growth Needed	N/O	N/A
6.1 Uses available technology to design and plan instruction.					
6.2 Uses available technology to implement instruction that facilitates student learning.					
6.3 Integrates student use of available technology into instruction.					
6.4 Uses available technology to assess and communicate student learning.					
6.5 Demonstrates ethical and legal use of technology.					
Comments:					

7: Reflects on and evaluates teaching and learning	Excellent	Satisfactory	*Growth Needed	N/O	N/A
7.1 Uses data to reflect on and evaluate student learning.					
7.2 Uses data to reflect on and evaluate instructional practice.					
7.3 Uses data to reflect on and identify areas for professional growth.					
Comments:					

8: Collaborates with colleagues/parents/others	Excellent	Satisfactory	*Growth Needed	N/O	N/A
8.1 Identifies students whose learning could be enhanced by collaboration.					
8.2 Designs a plan to enhance student learning that includes all parties in the collaborative effort.					
8.3 Implements planned activities that enhance student learning and engage all parties.					
8.4 Analyzes data to evaluate the outcomes of collaborative efforts.					
Comments:					

9: Evaluates teaching and implements professional development	Excellent	Satisfactory	*Growth Needed	N/O	N/A
9.1 Self assesses performance relative to Kentucky's Teacher Standards.					
9.2 Identifies priorities for professional development based on data from self-assessment, student performance and feedback from colleagues.					
9.3 Designs a professional growth plan that addresses identified priorities.					
9.4 Shows evidence of professional growth and reflection on the identified priority areas and impact on instructional effectiveness and student learning.					
Comments:					

10: Provides leadership within school/community/profession	Excellent	Satisfactory	*Growth Needed	N/O	N/A
10.1 Identifies leadership opportunities that enhances student learning and/or professional environment of the school.					
10.2 Develops a plan for engaging in leadership activities.					
10.3 Implements a plan for engaging in leadership activities.					
10.4 Analyzes data to evaluate the results of planned and executed leadership efforts.					
10.5 Performs responsabilites related to assignment, accurate student. attendance reported as required					
10.6 Models professionalism through personal attendance and punctuality .					
10.7 Duties performed are consistent with school, community goals and administrative regulations.					
Overall rating for Summative Evaluation Form					
Comments:					

I have met with the evaluator and am knowledgeable of the contents.

***If "Growth Needed" is checked, an Individual Professional Growth Plan will be reviewed and amended as necessary.**

To be signed after all information above has been completed and discussed. Appeals should be made to the Superintendent/Designee within ten (10) working days of receipt of this evaluation as described in the Evaluation Plan. I understand that signing this form indicates that I have met with the evaluator and have received a copy of this form and attachments, if applicable.

EVALUATOR SIGNATURE DATE

EVALUATEE SIGNATURE DATE

LIVINGSTON COUNTY SCHOOLS

SUMMATIVE EVALUATION FOR TEACHERS

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

Tenured _____ **Non-Tenured** _____ **Reg. Ed.** _____ **Special Ed.** _____ **SLP** _____

Evaluatee _____ **Grade/Content Area** _____

Evaluator _____ **Position** _____

School/Work Site _____

Date(s) of Observation _____

Date(s) of Pre-Conference _____ **Date(s) of Post-Conference** _____

Teacher Standards		Meets	*Does not Meet
Standard 1	**The teacher demonstrates applied content knowledge**		
Standard 2	**The teacher designs and plans instruction**		
Standard 3	**The teacher creates and maintains learning climate**		
Standard 4	**The teacher implements and manages instruction**		
Standard 5	**The teacher assesses and communicates learning results**		
Standard 6	**The teacher demonstrates the implementation of technology**		
Standard 7	**Reflects on and evaluates teaching and learning**		
Standard 8	**Collaborates with colleagues/parents/others**		
Standard 9	**Evaluates teaching and implements professional development**		
Standard 10	**Provides leadership within school/community/profession**		
	Overall Rating		

Individual professional growth plan reflects a desire/need to acquire further knowledge/skills in the standard number(s) checked below:

1 _____ 3 _____ 5 _____ 7 _____ 9 _____

2 _____ 4 _____ 6 _____ 8 _____ 10 _____

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 Livingston County School District's evaluation plan.

Certified employees must make their appeals to this summative evaluation within the time frames, mandated in 704KAR 3:345 & the local district plan.

*Any rating in the "does not meet" column requires the development of an Individual Corrective Action Plan.

LIVINGSTON COUNTY SCHOOLS

INDIVIDUAL PROFESSIONAL GROWTH PLAN

_____ School Year

_____ Enrichment
_____ Corrective

_____	_____	_____
Evaluatee	Date	Work Site

1. **PERFORMANCE AREA**

2. **CRITERION**

3. **GROWTH OBJECTIVES) Describe desired outcome**

4. **PRESENT STATE OF DEVELOPMENT** _____ Awareness _____ Preparation
_____ Implementation _____ Refinement

5. **PROCEDURES and ACTIVITIES FOR ACHIEVING OBJECTIVE(S)**

6. **APPRAISAL METHOD AND TARGET DATES**

7. EVALUATEE'S COMMENTS	8. EVALUATOR'S COMMENTS

This plan is aligned with the school improvement/transformation and professional development plans of the school/district.

Individual Growth Plan Developed	Achieved/Revised/Continued
Evaluatee Signature Date	Evaluatee Signature Date
Evaluator Signature Date	Evaluator Signature Date

Please print one copy for Teacher record and one copy for Principal record.

LIVINGSTON COUNTY SCHOOLS

PERSONNEL CONFERENCE

Employee	Date	School

Concern(s):

Disposition:

Administrator / Supervisor Comments:

Employee Comments:

Employee Signature **Date**

Administrator / Supervisor Signature **Date**

LIVINGSTON COUNTY SCHOOLS
PRE-OBSERVATION INSTRUMENT

Educator	Date Pre-Conference	School
Subject Area	**Period/Time**	**Grade/Level**

Professional growth Plan Performance Area:
(Reflect school goals in Professional Development)

Total # of Students in Class _____

Years of Experience _____

of Students with IEP's _____
# of Students with OHI _____
# of Students with GSSP _____
# of Students with LEP Plan _____

Pre-Observation Worksheet

1. What are lesson objectives?

2. To which learner academic experience is this lesson designed? _____

3. How will you evaluate the students' mastery of the objective?

4. What teaching techniques will be used?

5. Is this experience _____ Review
_____ New learning?

6. List any specific teaching behaviors you would like monitored.

7. Are there any special circumstance of which the evaluator should be aware?

8. Professional growth area(s):

Evaluatee Signature	Date	Evaluator Signature	Date

LIVINGSTON COUNTY SCHOOLS

FORMATIVE EVALUATION for EDUCATION ADMINISTRATORS

ANALYSIS OF PERFORMANCE AND BASIS FOR INDIVIDUAL PROFESSIONAL GROWTH PLAN

(Evaluator and evaluatee discuss and complete prior to developing the administrator's professional growth plan and summative evaluation instruments. This analysis document is the summary of data collected for formative purposes such as: observations, professional development activities, portfolio entries, products, work samples, reports, etc.)

Evaluatee/Observee _____ **Position** _____

Evaluator/Observor _____ **Position** _____

Date of Conference (Analysis) _____ **School/Work Site** _____

Standards/Performance Criteria

1: Vision ***The education leader promotes the success of every student by:***	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
A. Collaboratively developing and implementing a shared vision and mission.					
B. Collecting and using data to identify goals, assess organizational effectiveness, and promote organizational learning.					
C. Creating and implementing plans to achieve goals					
D. Promoting continuous and sustainable improvement					
E. Monitoring and evaluating progress and revising plans					
Overall rating for Formative Evaluation Form					
Comments:					

2: School Culture and Learning ***The education leader promotes the success of every student by:***	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
A. Nurtures and sustaines a culture of collaboration, trust, learning and high expectations					
B. Creates a comprehensive, rigorous, and coherent curricular program					
C. Creates a personalized and motivating learning environment for students					
D. Supervises instruction					
E. Develops assessment and accountability systems to monitor student progress					
F. Develops the instructional and leadership capacitty of staff					
G. Maximizes time spent on quality instruction					
H. Promotes the use of the most effective and appropriate technologies to support teaching and learning					
I. Monitors and evaluates the impact of the instructional program					
Overall rating for Formative Evaluation Form					
Comments:					

3: Management ***The education leader promotes the success of every student by:***	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
A. Monitors and evaluates the management and operational systems					
B. Obtains, allocates, aligns, and efficiently utilizes human, fiscal, and technological resources					
C. Promotes and protects the welfare and safety of students and staff					
D. Develops the capacity for distributed leadership					
E. Ensures teacher and organizaional time is focused to support quality instruction and student learning					
F. Develops the instructional and leadership capacitty of staff					
G. Models Professional through personal attendance, punctuality and completions of assignments.					
Comments:					

4: Collaboration ***The education leader promotes the success of every student by:***	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
A. Collects and analyzes data and information pertinent to the educational environment					
B. Promotes understanding, appreciation, and use of the community's diverse cultural, social, and intellectual					
C. Promotes and protects the welfare and safety of students and staff					
D. Builds and sustains productive relationships with community partners					
E. Duties performed are consistent with the needs of the assignemts, community goals and administrative regulations.					
Overall rating for Formative Evaluation Form					
Comments:					

5: Integrity, Fairness, Ethics ***The education leader promotes the success of every student by:***	Performance/Product/Portfolio Ratings				
	Excellent	*Growth Needed	*Growth Needed	N/O	N/A
A. Ensures a system of accountability for every student's academic and social success					
B. Models principles of self-awareness, reflective practice, transparency, and ethical behavior					
C. Safeguards the values of democracy, equality, and diversity					
D. Considers and evaluates the potential, moral and legal consequences of decision-making					
E. Promotes social justice and ensures that individual student needs inform all aspects of schooling					

Overall rating for Formative Evaluation Form					
Comments:					
6: Political, Economic, Legal ***The education leader promotes the success of every student by:***	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
A. Advocates for children, families, and caregivers					
B. Acts to influence local, district, state, and national decisions affecting student learning					
C. Assesses, analyzes, and anticipates emerging trends and initiatives in order to adapt leadership strategies					
Overall rating for Formative Evaluation Form					
Comments:					

I have met with the evaluator and am knowledgeable of the contents.

***If "Growth Needed" is checked, an Individual Professional Growth Plan will be reviewed and amended as necessary.**

EVALUATOR SIGNATURE DATE

EVALUATEE SIGNATURE DATE

LIVINGSTON COUNTY SCHOOLS

SUMMATIVE EVALUATION FOR ADMINISTRATORS

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

Evaluatee _____ **Position** _____

Evaluator _____ **Position** _____

School/Work Site _____

Date of Observation _____

Date of Pre-Conference _____ **Date of Post-Conference** _____

Administrator Standards:		**Meets**	***Does not Meet**
Standard 1	**Vision**		
Standard 2	**School Culture and Learning**		
Standard 3	**Management**		
Standard 4	**Collaboration**		
Standard 5	**Integrity, Fairness, Ethics**		
Standard 6	**Political, Economic, Legal**		
	Overall Rating		

Individual professional growth plan reflects a desire/need to acquire further knowledge/skills in the standard number(s) checked below: 1 ____ 3 ____ 5 ____
2 ____ 4 ____ 6 ____

Evaluatee's Comments: _____

Evaluator's Comments: _____

To be signed after all information above has been completed and discussed. Appeals should be made to the Superintendent/Designee within ten (10) working days of receipt of this evaluation as described in the Evaluation Plan. I understand that signing this form indicates that I have met with the evaluator and have received a copy of this form and attachments, if applicable.

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 Livingston County School District's evaluation plan.

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

*Any rating in the "*does not meet*" column requires the development of an Individual Corrective Action Plan.

LIVINGSTON COUNTY SCHOOLS

INDIVIDUAL CORRECTIVE ACTION PLAN

Educator: _____ **Work Site:** _____ **Date:** _____ **School Year:** _____

This Individual Corrective Action Plan is developed when an evaluatee receives a "does not meet" rating(s) on the Summative Evaluation OR anytime when an immediate change is required in behavior or practice.

Standard Number	*Present Professional Growth Stage	Growth Objective(s) / Goals (describe desired outcomes)	Procedures & Activities for Achieving Goals/Objective(s) (including support personnel)	Expected Impact	Appraisal Method and Target Dates
			(attach more pages if necessary)		

Employee Comments:

Supervisor Comments:

Individual Growth Plan Developed:		**Annual Review:** ☐ Achieved ☐ Revised ☐ Continued	
Employee Signature	Date	Employee Signature	Date
Supervisor Signature	Date	Supervisor Signature	Date

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

Copy to: ☐ Central Office ☐ School ☐ Employee

LIVINGSTON COUNTY SCHOOLS
FORMATIVE INSTRUMENT
MEDIA SPECIALIST

Tenured _____ **Non-Tenured** _____

Evaluatee _____ **Grade/Content Area** _____

Evaluator _____ **Position** _____

Date _____ **Number of Students** _____ **Beginning Time** _____ **Ending Time** _____

Standards/Performance Criteria

1: Demonstrates Proficiency as Administrator of the Library Media Program	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
1.1 Plans long-range goals for the Library Media Program with faculty, administration, and students.					
1.2 Administers the budget according to the goals of the program.					
1.3 Meets periodically with the principal to evaluate and discuss short-range goals and accomplishments for improving the Library Media Program.					
1.4 Develops Library Media Program policies, e.g. materials selection, collection development, circulation, challenged materials, copyright, and technology.					
1.5 Administers a Library Media Program that utilizes flexible access.					
1.6 Develops plans for maintaining a technologically current facility and program.					
1.7 Organizes, classifies, and catalogs library materials; following nationally recognized professional standards such as AACR2R (Anglo American Cataloging Rules), latest edition Dewey or Library of Congress, Sear or Library of Congress subject headings, MARC format.					
1.8 Solicits suggestions from and communicates with faculty and students about services, materials, programs, and facilities.					
1.9 Evaluates programs, services, facilities, and materials informally and formally on a continuous basis - identifying strengths and weaknesses.					
1.10 Organizes and maintains the library media center as a functional, attractive, safe, and orderly environment for optimal use by students and faculty.					
1.11 Publicizes the Library Media Programs, services, and materials through newsletters, announcements, and other innovative ways.					
1.12 Is responsible for the proper use of the facility, materials, and equipment.					
1.13 May plan and/or participate in special projects or proposals, e.g. book fairs.					
1.14 Trains and supervises Library Media Program clerical staff*, volunteers, and student helpers.					
1.15 Follows the SBDM approved selection policy that includes a procedure for the reconsideration of materials.					
1.16 Keeps automated catalog current utilizing authority control.					
1.17 Maintains statistical records and shelf list needed to verify collection of the library media center holdings.					

1.18 Makes general repairs, weeds collection, and takes annual inventory.					
1.19 Makes the library media center and its resources accessible to and faculty					
1.20 Provides the resources and promotes recreational reading for the school community.					
1.21 Follows the school's policies and procedures.					
1.22 Promotes compliance with the copyright law.					
1.23 Handles concerns of others in a positive and professional manner to protect the users' right to privacy and confidentiality.					
Overall Rating					
Comments:					
2: Library Media Specialist Demonstrates Proficiency As Teacher	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
2.1 Provides orientation for new faculty and students.					
2.2 Informally evaluates individual and group needs and provides appropriate learning experiences.					
2.3 Creates a climate conductive to learning in which students display initiatives and assumes a personal responsibility for learning and conduct.					
2.4 Provides for independent and cooperative group learning.					
2.5 Teaches information literacy as an integral part of the curriculum using a process model such as the Big6.					
2.6 Guides students in the selection of appropriate resources.					
2.7 Helps students to develop habits of independent reference work to develop habits of independent reference work to develop literacy in the use of reference materials in relation to planned assignments.					
2.8 Promotes appreciation of various forms of literature emphasizing the highest quality.					
2.9 Encourages students to develop lifelong reading, listening, viewing, and critical thinking skills and to become skilled in all modes of communication.					
2.10 Incorporates the use of technology in accessing information.					
2.11 Assists students in the use of multi-media for completed projects.					
2.12 Provides training to staff in use of new materials, technology and equipment, demonstrating practical applications for curriculum connections.					
Overall Rating					
Comments:					
3: Library Media Specialist Demonstrates Proficiency as Instructional Partner	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
3.1 Possesses broad knowledge of the school curriculum and plans with teachers and administration for the development of collection of materials to support the curriculum.					
3.2 Exercises a leadership role and serves as a catalyst in ensuring the Library Media Program is central to the instructional					

3.3 Meets periodically with the principal to evaluate and discuss short-range goals and accomplishments for improving the Library Media Program.					
3.4 Provides the leadership and expertise for the incorporation of information and instructional technologies into the school curriculum.					
3.5 Supports classroom teachers as a consultant in the development of instructional units, activities, and curriculum with print and non-print materials.					
3.6 Assists faculty in the selection of materials to supplement instruction.					
3.7 Maintains effective communications with staff and students, e.g. informs faculty and students of new acquisitions and services.					
3.8 Plans and implements a Library Media Program of library information literacy in collaboration with classroom teachers toward the achievement of the goals of KERA and the academic expectations.					
Overall Rating					
Comments:					
4: Library Media Specialist Demonstrates Proficiency as Information Specialist.	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
4.1 Chooses materials using selection tools, bibliographies, and recommendations.					
4.2 Maintains a professional collection.					
4.3 Demonstrates competency in selection, circulation, and maintenance of materials, technology, and equipment that support the school's curriculum and educational goals.					
4.4 Maintains flexible use of the library media center by individuals, small groups, and large groups for research, browsing, recreational reading, and listening.					
4.5 Is available as a personal resource for all students and faculty.					
4.6 Attends local professional growth activities and meetings.					
4.7 Demonstrates commitment by belonging to professional library organizations and attending the meetings, workshops, conferences, and other activities related to the field.					
Overall Rating					
Comments:					

Overall Evaluatee/Evaluator Comments: _____

_____

_____

_____

I have met with the evaluator and am knowledgeable of the contents.

***If "Growth Needed" is checked, an Individual Professional Growth Plan will be reviewed and amended as necessary.**

Teacher's Signature _____ Date of Conference _____

Evaluator's Signature _____ Date of Conference _____

LIVINGSTON COUNTY SCHOOLS

SUMMATIVE EVALUATION FOR MEDIA SPECIALIST

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

Evaluatee _____ **Position** _____

Evaluator _____ **Position** _____

School/Work Site _____

Date of Observation _____

Date of Pre-Conference _____ **Date of Post-Conference** _____

Administrator Standards:		**Meets**	***Does not Meet**
Standard 1	**Demonstrates Proficiency as Administrator of Media Program**		
Standard 2	**Demonstrates Proficiency as a teacher**		
Standard 3	**Demonstrates Proficiency as Instructional Partner**		
Standard 4	**Demonstrates Proficiency as Information Specialist**		
	Overall Rating		

Any rating in the "does not meet" column requires the development of an Individual Corrective Action Plan.

Mark the standard number(s) below to indicate the areas of Professional Growth (PG) or Corective Action Plan ©

1 _____ 2 _____ 3 _____ 4 _____

Evaluatee's Comments: _____

Evaluator's Comments: _____

To be signed after all information above has been completed and discussed. Appeals should be made to the Superintendent/Designee within ten (10) working days of receipt of this evaluation as described in the Evaluation Plan. I understand that signing this form indicates that I have met with the evaluator and have received a copy of this form and attachments, if applicable.

Evaluatee: _____ Agree with this summative evaluation _____

_____ Disagree with this summative evaluation Signature Date

Evaluator: _____

Signature Date

Opportunities for appeal process at both local and state levels are a part of the Livingston County School District Evaluation Plan. Certified employees must make their appeals to this summative evaluation within the time frames, mandated in 704KAR 3:345 Sections 7, 8, 9, and the local district plan.

LIVINGSTON COUNTY SCHOOLS
FORMATIVE INSTRUMENT
GUIDANCE COUNSELOR

Tenured _____ **Non-Tenured** _____

Evaluatee _____ **Grade/Content Area** _____

Evaluator _____ **Position** _____

Date _____ **Number of Students** _____ **Beginning Time** _____ **Ending Time** _____

Standards/Performance Criteria

1: Program management, Research, and Evaluation - The school counselor develops a process and procedure for planning, implementation, and evaluation of a comprehensive developmental program of guidance and counseling. *The counselor understands and knows how to:*	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
1.1 Define needs and priorities.					
1.2 Determine objectives.					
1.3 Communicate with the stakeholders, including school councils about the design, importance, and effectiveness of the problem.					
1.4 Organize personnel, physical resources, and activities to accomplish goals, priorities and objectives specified by school plan.					
1.5 Evaluate the program to assure its contribution to the school's mission and goals.					
1.6 Use information systems and technology.					
1.7 Use time effectively with a high percentage of time on task.					
Overall Rating					
Comments:					

2: Consultation/Collaboration - The school counselor functions in a cooperative process to assist others to effectively meet the needs of students. *The counselor understands and knows how to:*	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
2.1 Consult with parents, faculty, staff, administrators, and others to enhance their work with students.					
2.2 Interpret relevant information concerning the developmental needs of students.					
2.3 Reduce barriers to student learning through direct referred services.					
2.4 Facilitate new student integration into the school environment.					
2.5 Work with teachers to provide support for students in a crisis situation.					
2.6 Interact with school councils, school boards, Family Resource/Youth Services Center Advisory Councils, and/or school committees.					
2.7 Facilitate successful communication between and among teachers, parents, teacher and students.					
2.8 Work with teachers and administrators relevant to behavior management to promote and support intervention strategies.					

2.9 Consult with external community and professional resources.					
Overall Rating					
Comments:					
3: Coordination - The school counselor functions as a coordinator in bringing together people and resources in the school, the community, and the district for the fullest academic, career, personal, and social development of the students. *The counselor understands and knows how to:*	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
3.1 Coordinate with schools and community personnel, including school councils, to provide resources for students.					
3.2 Use an effective referral process for assisting students and others to use special programs and services.					
3.3 Identify community agencies for referral of students.					
3.4 Maintain cooperative working relationships with community resources.					
3.5 Facilitate successful transition from one level of education to the next, (i.e. elementary to middle).					
3.6 Maintain, update, and interpret confidential student records.					
Overall Rating					
Comments:					
4: Developmental Guidance Curriculum - school counselor provides a developmental, preventive guidance program to all students within the school. This proactive program promotes the mental health necessary for academic success, self-sufficiency and responsible group membership. *The counselor understands and knows how to:*	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
4.1 Assess developmental need of students.					
4.2 Address academic expectations and school-to-work initiatives.					
4.3 Prepare students for successful transitions.					
4.4 Evaluate results of the program's impact.					
4.5 Modify the program as needed to continually meet the needs of students.					
4.6 Guide individuals and groups of students through the development of educational and career plans.					
4.7 Provide guidance for maximizing personal growth and development.					
4.8 Provide the school developmental guidance program.					
Overall Rating					
Comments:					
5: Individual/Small Group Counseling - The school counselor will provide services to address mental, physical, and emotional barriers to learning by providing services in the following ways: individual and group, scheduled and impromptu and short term and long term. *The counselor understands and knows how to:*	Performance/Product/Portfolio Ratings				

	Excellent	Satisfactory	*Growth Needed	N/O	N/A
5.1 Provide a safe, confidential setting in which students present their needs and concerns.					
5.2 Promote wellness.					
5.3 Respond to crises.					
5.4 Communicate empathy and understanding.					
5.5 Utilize a broad range of techniques and accepted theories appropriate to school counseling.					
5.6 Utilize assessment tools, individual planning skills and counseling to facilitate informed choices (aptitude, interest, learning styles, academics, and careers).					
5.7 Intervene in problem/conflict situations and conduct follow-up sessions.					
5.8 Provide the school developmental guidance program.					
5.9 Mediate classroom and student conflict.					
5.10 Empower students to develop and use their resources.					
Overall Rating					
Comments:					

6: Assessment - The counselor collaborates with other school and district staff as needed to design and coordinate a testing program that helps students identify their abilities, aptitudes, achievements, and interests. ***The counselor understands and knows how to:***	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
6.1 Participate as needing in the planning, administration, and evaluation of the district/school testing program.					
6.2 Interpret and communicate learning results to students, faculty, parents and community with respect to aptitude, achievement, interests, temperaments and learning styles.					
6.3 Collaborate with staff concerning assessment of special needs students.					
6.4 Use assessment results and other sources of student data in formulating student career/graduation plans.					
6.5 Maintain student records to ensure the confidentiality of assessment data.					
6.6 Provide orientation sessions for faculty, students, and parents regarding the assessment program.					
Overall Rating					
Comments:					

7: Adheres to Professional Standards - The school counselor is a professional who acts within legal and ethical guidelines to accomplish educational purposes: ***The counselor understands and knows how to:***	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
7.1 Participate as needing in the planning, administration, and evaluation of the district/school testing program.					

7.2 Interpret and communicate learning results to students, faculty, parents and community with respect to aptitude, achievement, interests, temperaments and learning styles.					
7.3 Collaborate with staff concerning assessment of special needs students.					
7.4 Use assessment results and other sources of student data in formulating student career/graduation plans.					
7.5 Maintain student records to ensure the confidentiality of assessment data.					
7.6 Provide orientation sessions for faculty, students, and parents regarding the assessment program.					
7.7 Identify activities that would be in conflict with the primary role of the school counselor and to advocate for the best practices of the profession.					
7.8 Models professionalism through personal attendance, punctuality and attention to detail.					
Comments:					
8: Demonstrates Professional Leadership - The school counselor provides professional leadership within the school, community, and education profession to improve student learning and well being. ***The counselor understands and knows how to:***	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
8.1 Build positive relationships within and between school and community.					
8.2 Promote leadership potential in colleagues.					
8.3 Participate in professional organization and activities.					
8.4 Write and speak effectively.					
8.5 Participate in development of curriculum and instructional materials, and the utilization of technology.					
8.6 Initiate and develops educational projects and programs in the area of student services.					
8.7 Practice effective listening, conflict resolution, and group-facilitation skills as a team member.					
8.8 Present program in a manner that reflects sensitivity to a multicultural and global perspective.					
8.9 Work with colleagues to administer an effective learning climate within the school.					
Overall Rating					
Comments:					
9: Engages in Professional Development - The school counselor evaluates his or her own overall performance in relation to, but not limited to the school's Comprehensive School Improvement Plan and the nine Counselor standards. ***The counselor understands and knows how to:***	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
9.1 Establish priorities for professional growth.					
9.2 Analyze student services issues to help identify professional development needs.					

9.3 Consider input from others in the creation of individual professional development plans.					
9.4 Implement knowledge and skills acquired through on-going professional development.					
9.5 Modify own professional development plan to improve performance and to promote student learning.					
9.6 Provide input for targeted student services specific professional development.					
Overall Rating					
Comments:					
10: Use applicable educational practices during guidance activities and lessons conducted with students. *The counselor knows and understands how to:*	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
10.1 Establish priorities for professional growth.					
10.2 Analyze student services issues to help identify professional development needs.					
10.3 Consider input from others in the creation of individual professional development plans.					
10.4 Implement knowledge and skills acquired through on-going professional development.					
10.5 Modify own professional development plan to improve performance and to promote student learning.					
10.6 Provide input for targeted student services specific professional development.					
10.7 Maintain effective classroom management.					
Overall Rating					
Comments:					

Overall Evaluatee/Evaluator Comments: _____

_____

_____

_____

_____

I have met with the evaluator and am knowledgeable of the contents.

***If "Growth Needed" is checked, an Individual Professional Growth Plan will be reviewed and amended as necessary.**

Counselor's Signature _____ Date of Conference _____

Evaluator's Signature _____ Date of Conference _____

LIVINGSTON COUNTY SCHOOLS

SUMMATIVE EVALUATION FOR GUIDANCE COUNSELOR

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

Evaluatee _____ **Position** _____

Evaluator _____ **Position** _____

School/Work Site _____

Date of Observation _____

Date of Pre-Conference _____ **Date of Post-Conference** _____

Administrator Standards:		**Meets**	***Does not Meet**
Standard 1	**Program management, Research, and Evaluation**		
Standard 2	**Consultation/Collaboration**		
Standard 3	**Coordination**		
Standard 4	**Developmental Guidance Curriculum**		
Standard 5	**Individual/Small Group Counseling**		
Standard 6	**Assessment**		
Standard 7	**Adheres to Professional Standards**		
Standard 8	**Demonstrates Professional Leadership**		
Standard 9	**Engages in Professional Development**		
Standard 10	**Use Applicable Educational Practices**		
	Overall Rating		

Any rating in the "does not meet" column requires the development of an Individual Corrective Action Plan.

Mark the standard number(s) below to indicate the areas of Professional Growth (PG) or Corrective Action Plan ©

1 _____ 2 _____ 3 _____ 4 _____

Evaluatee's Comments: _____

_____

_____

Evaluator's Comments: _____

_____

To be signed after all information above has been completed and discussed. Appeals should be made to the Superintendent/Designee within ten (10) working days of receipt of this evaluation as described in the Evaluation Plan. I understand that signing this form indicates that I have met with the evaluator and have received a copy of this form and attachments, if applicable.

Evaluatee: _____ Agree with this summative evaluation _____

_____ Disagree with this summative evaluation Signature Date

Evaluator: _____

Signature Date

Opportunities for appeal process at both local and state levels are a part of the Livingston County District Evaluation Plan. Certified employees must make their appeals to this summative evaluation within the time frames, mandated in 704KAR 3:345 Sections 7, 8, 9, and the local district plan.

LIVINGSTON COUNTY SCHOOLS
FORMATIVE INSTRUMENT
DIRECTOR OF SPECIAL EDUCATION

Tenured _____ **Non-Tenured** _____

Evaluatee _____ **Grade/Content Area** _____

Evaluator _____ **Position** _____

Date _____ **Number of Students** _____ **Beginning Time** _____ **Ending Time** _____

Standards/Performance Criteria

1: Instructional Leadership	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
1.1 Provides direction for the district's special education program.					
1.2 Ensures implementation of the process of special education in the district.					
1.3 Provides for organization of special education services throughout the district.					
1.4 Provides leadership for positive change in special education programs.					
1.5 Provides for effective recruitment, selection and assignment of district special education.					
Overall Rating					
Comments:					

2: Program Management	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
2.1 Provides for effective day-to-day operation of the special education program.					
2.2 Demonstrates effective problem-solving, decision-making, and conflict-resolution skills.					
2.3 Demonstrates effective organization skills.					
2.4 Provides for use and development of special education revenue sources, and including technology.					
Overall Rating					
Comments:					

3: Professional Relationships	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
3.1 Demonstrates positive, professional relationships with district personnel.					
3.2 Demonstrates positive relationships with parents/community.					
3.3 Demonstrates positive professional relationships with other administrators.					
Overall Rating					
Comments:					

4: Professional Responsibilities	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
4.1 Demonstrates a knowledge of the legal basis for special education.					
4.2 Provides recommendations for the development and adoption of district policies and procedures to ensure compliance with all special education requirements.					
4.3 Provides for effective implementation of district policies and procedures that ensure compliance with all special education requirements.					
4.4 Participates in professional growth activities.					
4.5 Demonstrates a sense of professional responsibility.					
Overall Rating					
Comments:					

Overall Evaluatee/Evaluator Comments: _____

_____

_____

_____

_____

I have met with the evaluator and am knowledgeable of the contents of this form.

***If "Growth Needed" is checked, an Individual Professional Growth Plan will be reviewed and amended as necessary.**

Director of Special Education's Signature _____ Date of Conference _____

Evaluator's Signature _____ Date of Conference _____

LIVINGSTON COUNTY SCHOOLS

SUMMATIVE EVALUATION FOR DIRECTOR OF SPECIAL EDUCATION

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

Evaluatee _____ **Position** _____

Evaluator _____ **Position** _____

School/Work Site _____

Date of Observation _____

Date of Pre-Conference _____ **Date of Post-Conference** _____

Administrator Standards:		**Meets**	***Does not Meet**
Standard 1	**Instructional Leadership**		
Standard 2	**Program Management**		
Standard 3	**Professional Relationships**		
Standard 4	**Professional Responsibilities**		
	Overall Rating		

Any rating in the "does not meet" column requires the development of an Individual Corrective Action Plan.

Mark the standard number(s) below to indicate the areas of Professional Growth (PG) or Corrective Action Plan ©

1 _____ 2 _____ 3 _____ 4 _____

Evaluatee's Comments: _____

Evaluator's Comments: _____

To be signed after all information above has been completed and discussed. Appeals should be made to the Superintendent/Designee within ten (10) working days of receipt of this evaluation as described in the Evaluation Plan. I understand that signing this form indicates that I have met with the evaluator and have received a copy of this form and attachments, if applicable.

Evaluatee: _____ Agree with this summative evaluation _____

_____ Disagree with this summative evaluation Signature Date

Evaluator: _____

Signature Date

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LIVINGSTON COUNTY SCHOOLS
FORMATIVE INSTRUMENT

DIRECTOR OF PUPIL PERSONNEL

Tenured _____ **Non-Tenured** _____

Evaluatee _____ **Grade/Content Area** _____

Evaluator _____ **Position** _____

Date _____ **Number of Students** _____ **Beginning Time** _____ **Ending Time** _____

Standards/Performance Criteria

1: Instructional Leadership	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
1.1 Acts as liaison with local and state agencies in seeking solutions to the problems of school children.					
1.2 Provides support services to schools.					
Overall Rating					
Comments:					

2: Program Management	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
2.1 Organizes, administers and coordinates all phases of the system-wide pupil personnel.					
2.2 Carries out directives and instructions from state department of pupil attendance and pupil accounting. Files reports utilizes					
2.3 Prepares, submits, executes and amends the school calendar.					
Overall Rating					
Comments:					

3: Professional Relationships	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
3.1 Demonstrates positive, interpersonal relationships with students, parents and the community.					
3.2 Demonstrates positive, professional relationships with staff.					
3.3 Demonstrate positive, professional relationships with administrators.					
Overall Rating					
Comments:					

4: Professional Responsibilities	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
4.1 Demonstrates a sense of professional responsibility.					
4.2 Participates in professional growth activities.					
4.3 Performs responsibilities as assigned					
4.4 Files all reports with the Department of Education accurately and on time.					
4.5 Models professionalism through personal attendance, punctuality and student services.					
4.6 Directs all other local, state and federal programs as assigned.					
Comments:					

Overall Evaluatee/Evaluator Comments: _____

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I have met with the evaluator and am knowledgeable of the contents.

***If "Growth Needed" is checked, an Individual Professional Growth Plan will be reviewed and amended as necessary.**

Director of Pupil Personnel's Signature _____ Date of Conference _____

Evaluator's Signature _____ Date of Conference _____

LIVINGSTON COUNTY SCHOOLS

SUMMATIVE EVALUATION FOR DIRECTOR OF PUPIL PERSONNEL

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

Evaluatee _____ **Position** _____

Evaluator _____ **Position** _____

School/Work Site _____

Date of Observation _____

Date of Pre-Conference _____ **Date of Post-Conference** _____

Administrator Standards:		**Meets**	***Does not Meet**
Standard 1	**Instructional Leadership**		
Standard 2	**Program Management**		
Standard 3	**Professional Relationships**		
Standard 4	**Professional Responsibilities**		
	Overall Rating		

Any rating in the "does not meet" column requires the development of an Individual Corrective Action Plan.

Mark the standard number(s) below to indicate the areas of Professional Growth (PG) or Corrective Action Plan ©

1 _____ 2 _____ 3 _____ 4 _____

Evaluatee's Comments: _____

Evaluator's Comments: _____

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Evaluatee: _____ Agree with this summative evaluation _____

_____ Disagree with this summative evaluation Signature Date

Evaluator: _____

Signature Date

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LIVINGSTON COUNTY SCHOOLS
FORMATIVE INSTRUMENT
DIRECTOR OF TRANSPORTATION

Tenured _____ **Non-Tenured** _____

Evaluatee _____ **Grade/Content Area** _____

Evaluator _____ **Position** _____

Date _____ **Number of Students** _____ **Beginning Time** _____ **Ending Time** _____

Standards/Performance Criteria

1: Instructional Leadership	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
1.1 Provides direction for the district's transportation program.					
1.2 Provides for the organization and management of the transportation program.					
1.3 Communicates information to the superintendent and all other necessary personnel.					
1.4 Provides for the implementation of processes involved in the transportation program.					
1.5 Provides positive direction and leadership to the administrative and supervisory staff.					
Overall Rating					
Comments:					

2: Program Management	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
2.1 Enforces all state laws and regulations concerning school transportation.					
2.2 Conforms with all state and insurance carrier safety regulations.					
2.3 Recruits, trains, and supervises all transportation personnel.					
2.4 Develops and administers the transportation program in a manner that meets all the requirements.					
2.5 Demonstrates effective administrative skills, and the use of Technology.					
2.6 Prepares, submits, executes and amends the school calendar.					
2.7 Demonstrates effective problem-solving and decision-making skills.					
2.8 Provides for the use and development of appropriate revenue sources.					
2.9 Assists in the development and fiscal monitoring of the transportation budget.					
2.10 Ensures that appropriate accounting and control procedures are applied to all fiscal transactions.					
2.11 Models professionalism through personal attendance, punctuality and dedication.					
Comments:					

3: Professional Relationships	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
3.1 Demonstrate positive, professional relationships with administrators, central office personnel, and other district employees.					
3.2 Demonstrates positive, professional relationships with students, parents, and the community.					
3.3 Provides counsel and advises the superintendent in a constructive manner.					
Overall Rating					
Comments:					

4: Professional Responsibilities	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
4.1 Provides the superintendent with recommendations for district policies and procedures related to transportation.					
4.2 Assists in drafting/updating policy and procedural statements based on school transportation law and regulation changes.					
4.3 Participates in professional growth activities.					
Overall Rating					
Comments:					

Overall Evaluatee/Evaluator Comments: _____

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I have met with the evaluator and am knowledgeable of the contents.

***If "Growth Needed" is checked, an Individual Professional Growth Plan will be reviewed and amended as necessary.**

Director of Transportation's Signature _____ Date of Conference _____

Evaluator's Signature _____ Date of Conference _____

LIVINGSTON COUNTY SCHOOLS

SUMMATIVE EVALUATION FOR DIRECTOR OF TRANSPORTATION

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

Evaluatee _____ **Position** _____

Evaluator _____ **Position** _____

School/Work Site _____

Date of Observation _____

Date of Pre-Conference _____ **Date of Post-Conference** _____

Administrator Standards:		**Meets**	***Does not Meet**
Standard 1	**Instructional Leadership**		
Standard 2	**Program Management**		
Standard 3	**Professional Relationships**		
Standard 4	**Professional Responsibilities**		
	Overall Rating		

Any rating in the "does not meet" column requires the development of an Individual Corrective Action Plan.

Mark the standard number(s) below to indicate the areas of Professional Growth (PG) or Corrective Action Plan ©

1 _____ 2 _____ 3 _____ 4 _____

Evaluatee's Comments: _____

Evaluator's Comments: _____

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Evaluatee: _____ Agree with this summative evaluation _____

_____ Disagree with this summative evaluation Signature Date

Evaluator: _____

Signature Date

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LIVINGSTON COUNTY SCHOOLS
FORMATIVE INSTRUMENT
SUPERVISOR OF INSTRUCTION

Tenured _____ **Non-Tenured** _____

Evaluatee _____ **Grade/Content Area** _____

Evaluator _____ **Position** _____

Date _____ **Number of Students** _____ **Beginning Time** _____ **Ending Time** _____

Standards/Performance Criteria

1: Instructional Leadership	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
1.1 Provides direction for the school district.					
1.2 Provides for organization and management of instruction.					
1.3 Provides for implementation of performance based evaluation strategies for all personnel.					
1.4 Provides leadership for positive instructional/educational change.					
1.5 Provides positive direction and leadership to the administrative and supervisory staff.					
1.6 Communicates standards of expected performance.					
1.7 Provides leadership for curriculum development and the organization of personnel to implement the curriculum.					
1.8 Provides positive direction and leadership to administrative and supervisory staff in the area of educational technology..					
Overall Rating					
Comments:					

2: Program Management	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
2.1 Demonstrates effective administrative skills.					
2.2 Demonstrates effective communication skills.					
2.3 Demonstrates effective problem-solving and decision-making skills.					
2.4 Demonstrates effective organizational skills.					
2.5 Provides for use and development of appropriate revenue sources.					
2.6 Develops program budget based upon established priorities and consistent with fiscal practices.					
2.7 Ensures that appropriate accounting and control procedures are applied to all fiscal transactions.					
2.8 Ensures compliance with statutes, rules, and regulations relating to instructional programs.					
Overall Rating					
Comments:					

3: Professional Relationships	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
3.1 Demonstrates positive, professional relationships with district personnel.					
3.2 Demonstrates positive, professional relationships with parents/community.					
3.3 Demonstrates positive, professional relationships with administrators/supervisors.					
Overall Rating					
Comments:					

4: Professional Responsibilities	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
4.1 Provides recommendations for development of instructional policies and procedures.					
4.2 Demonstrates a sense of professional responsibility.					
4.3 Participates in professional growth activities.					
4.4 Models professionalism through personal attendance, punctuality and dedication to the learning process.					
4.5 Manages all local, state and federal programs as assigned.					
Comments:					

Overall Evaluatee/Evaluator Comments: _____

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I have met with the evaluator and am knowledgeable of the contents.

***If "Growth Needed" is checked, an Individual Professional Growth Plan will be reviewed and amended as necessary.**

Supervisor of Instruction Signature _____ Date of Conference _____

Evaluator's Signature _____ Date of Conference _____

LIVINGSTON COUNTY SCHOOLS

SUMMATIVE EVALUATION FOR SUPERVISOR OF INSTRUCTION

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

Evaluatee _____ **Position** _____

Evaluator _____ **Position** _____

School/Work Site _____

Date of Observation _____

Date of Pre-Conference _____ **Date of Post-Conference** _____

Administrator Standards:		**Meets**	***Does not Meet**
Standard 1	**Instructional Leadership**		
Standard 2	**Program Management**		
Standard 3	**Professional Relationships**		
Standard 4	**Professional Responsibilities**		
	Overall Rating		

Any rating in the "does not meet" column requires the development of an Individual Corrective Action Plan.

Mark the standard number(s) below to indicate the areas of Professional Growth (PG) or Corrective Action Plan ©

1 _____ 3 _____ 3 _____ 4 _____

Evaluatee's Comments: _____

Evaluator's Comments: _____

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Evaluatee: _____ Agree with this summative evaluation _____

_____ Disagree with this summative evaluation Signature Date

Evaluator: _____

Signature Date

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LIVINGSTON COUNTY SCHOOLS
FORMATIVE INSTRUMENT
FOOD SERVICE DIRECTOR

Tenured _____ **Non-Tenured** _____

Evaluate _____ **Grade/Content Area** _____

Evaluator _____ **Position** _____

Date _____ **Number of Students** _____ **Beginning Time** _____ **Ending Time** _____

Standards/Performance Criteria

1: Instructional Leadership	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
1.1 Provides direction for the district's food service program.					
1.2 Provides for the organization and management of the food service program.					
1.3 Communicates information to the superintendent and all other necessary personnel.					
1.4 Provides for the implementation of processes involved in the food service program.					
1.5 Provides positive direction and leadership to the administrative and supervisory staff.					
1.6 Models professionalism through personal attendance, punctuality and attention to detail.					
Comments:					

2: Program Management	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
2.1 Develops and implements the food service budget.					
2.2 Ensures that appropriate accounting and control procedures are applied to all fiscal transactions.					
2.3 Ensures the participation in the federal funded feeding program.					
2.4 Prepares specifications and bid conditions for food service items.					
2.5 Provides training and supervision of school food service managers on the use of technology and all Food Service software used by the district.					
2.6 Demonstrates effective administrative skills.					
2.7 Demonstrates effective communication skills.					
2.8 Demonstrates effective problem-solving and decision-making skills.					
2.9 Compiles and maintains all reports as mandated.					
2.10 Ensures compliance with statutes, rules and regulations relating the food service program.					
Overall Rating					
Comments:					

3: Professional Relationships	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
3.1 Demonstrates positive, professional relationships with administrators, central office personnel, and other district employees.					
3.2 Demonstrates positive, professional relationships with parents/community.					
3.3 Provides counsel and advises the superintendent in a constructive manner.					
Overall Rating					
Comments:					

4: Professional Responsibilities	Performance/Product/Portfolio Ratings				
	Excellent	Satisfactory	*Growth Needed	N/O	N/A
4.1 Provides the superintendent with recommendations for district policies and procedures related to food service.					
4.2 Assists in drafting/updating policy and procedural statements based on food service law and regulation changes.					
4.3 Participates in professional growth activities.					
Overall Rating					
Comments:					

Overall Evaluate/Evaluator Comments: _____

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_____

I have met with the evaluator and am knowledgeable of the contents.

***If "Growth Needed" is checked, an Individual Professional Growth Plan will be reviewed and amended as necessary.**

Food Service Director's Signature _____ Date of Conference _____

Evaluator's Signature _____ Date of Conference _____

LIVINGSTON COUNTY SCHOOLS

SUMMATIVE EVALUATION FOR FOOD SERVICE DIRECTOR

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

Evaluatee _____ **Position** _____

Evaluator _____ **Position** _____

School/Work Site _____

Date of Observation _____

Date of Pre-Conference _____ **Date of Post-Conference** _____

Administrator Standards:		**Meets**	***Does not Meet**
Standard 1	**Instructional Leadership**		
Standard 2	**Program Management**		
Standard 3	**Professional Relationships**		
Standard 4	**Professional Responsibilities**		
	Overall Rating		

Any rating in the "does not meet" column requires the development of an Individual Corrective Action Plan.

Mark the standard number(s) below to indicate the areas of Professional Growth (PG) or Corrective Action Plan ©

1 _____ 3 _____ 3 _____ 4 _____

Evaluatee's Comments: _____

Evaluator's Comments: _____

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Evaluatee: _____ Agree with this summative evaluation _____

_____ Disagree with this summative evaluation Signature Date

Evaluator: _____

Signature Date

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