

INTERNSHIP/PROFESSIONAL GROWTH AND EVALUATION PROCESSES (Education Administrators)

INTERN PRINCIPAL	ALL SCHOOL ADMINISTRATORS
	(except local district superintendent)
less than one (1) year experience	one (1) or more years experience
<p>The evaluation criteria and process used to evaluate certified school personnel shall be explained to and discussed with certified school personnel no later than the end of the first month of reporting for employment for each school year. Amendments approved by the Kentucky Department of Education to local systems of certified personnel evaluation that occur after the end of the certified employees' first school month shall not apply to the employee until the following school year.</p>	
FORMATIVE PHASE (data collection)	
Initial Conference and Pre-conference(s) (prior to each observation)	Pre-conference(s) (prior to each observation)
<ol style="list-style-type: none"> 1. who observes 2. when observations are to occur 3. where 4. activity observed 5. other exchange of information 	<ol style="list-style-type: none"> 1. who observes 2. when observations are to occur 3. where 4. activity observed 5. other exchange of information
Formative Observations	Formative Observations
<p>*1. Minimum of three (3) per year when results are satisfactory.</p> <ol style="list-style-type: none"> 2. prior to each formative conference 3. use PIP Form <p>*More observations shall occur when results are unsatisfactory.</p>	<p>*1. Minimum of one per year when results are satisfactory.</p> <ol style="list-style-type: none"> 2. prior to each formative conference <p>*More observations shall occur when results are unsatisfactory.</p>
Formative Conferences (post)	Formative Conferences (post)
<p>*1. minimum of three (3) per year</p> <ol style="list-style-type: none"> 2. intern/intern committee 3. conference with intern follows observation 4. open discussion of observation and feedback to principal regarding performances/products 5. discuss/establish/revise individual professional growth plan/activities 6. written reports <p>*More conferences may occur when observation results are unsatisfactory</p>	<p>*1. minimum of one per year</p> <ol style="list-style-type: none"> 2. evaluator/evaluatee 3. within one (1) work-week following each observation 4. open discussion of observation and feedback to evaluatee regarding performances/products 5. discuss/establish/revise individual professional growth plan/activities <p>*More conferences may occur when observation results are unsatisfactory</p>
SUMMATIVE PHASE (decision-making)	
Summative Evaluation	Summative Evaluation
<ol style="list-style-type: none"> 1. one time 2. summary/conclusions from all formal and informal evaluation data 3. written report and decision 	<ol style="list-style-type: none"> 1. once each year 2. summary/conclusions from all evaluation data (formative and summative) 3. written evaluation report
Summative Conference (post)	Summative Conference (post)
<ol style="list-style-type: none"> 1. discussion between intern and intern committee 2. one time 3. includes all data collected 4. held at the end of the cycle 5. completed (written) report provided to the intern (on PIP <u>and</u> district evaluation forms) 6. establish/revise individual professional growth plan 	<ol style="list-style-type: none"> 1. discussion between person evaluated and evaluator 2. once each year 3. includes all evaluation data collected 4. held at the end of the evaluation cycle 5. completed (written) evaluation report provided to person evaluated 6. discuss/establish/revise individual professional growth plan
<p>District personnel files shall contain:</p> <ol style="list-style-type: none"> 1. Summative evaluation (completed form) per administrator at the end of the evaluation cycle. 2. Individual professional growth plan per administrator/per evaluation cycle (reviewed annually). <p>Intern records maintained according to PIP 704 KAR 20:470</p>	
<p>Interns are subject to the local district evaluation guidelines and a summative, as prescribed, is required.</p>	