

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>PERSONNEL</u> Evaluation of Licensed Employees	770
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The Board of Public Education attaches a high priority to securing the most competent personnel available, and once they are employed, in assisting them in their professional growth and development throughout their careers. An effective evaluation program that clearly describes an employee's performance is a critical aspect of professional growth and assistance.

The Superintendent is directed to ensure that an effective evaluation system is established and maintained. All state requirements in regard to the type and frequency of evaluation will be met. The evaluation system will incorporate the following Board directives.

1. Exemplary performance, as well as deficiencies in performance, must be clearly identified.
2. Evaluators are encouraged to use additional means of assessing performance in addition to the state performance assessment instruments, including but not limited to, additional formal observations, informal observations, conferences, review of lesson plans and grade books, interactions with the employee, plans of improvement and any other accurate indications of performance.
3. Peer observations of probationary teachers will be conducted as required by law. Peer observations will be conducted in a manner similar to the observations conducted by the school administrator or designee, and the observations will be considered in the evaluation by the school administrator.
4. Supervisors and Principals should facilitate open communication with employees about performance expectations.
5. An employee who is unclear about how performance is being assessed or desires additional evaluation opportunities should address these issues with the immediate supervisor.
6. Evaluators will be held accountable for following the evaluation system and all applicable state guidelines on the evaluation of employees.
7. Evaluation data will be submitted to the Central Office personnel file in accordance with state law and Board policy on personnel files.
8. Evaluation data will be used in making employment decisions, including professional development and assistance, career status and suspension,

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demotion and dismissal of employees. Employment decisions may be made by the Board and administration regardless of whether the evaluation system has been followed by evaluators, so long as there is a legally sufficient basis for the decisions.

9. The Superintendent and all evaluators are encouraged to develop ways to recognize exemplary performance and to capitalize on the abilities of exemplary employees in helping other employees. The Superintendent and evaluators are encouraged to involve employees in developing these processes.

Non-tenured teachers shall be observed at least four (4) times annually by a qualified school administrator or a designee, and at least once annually by a teacher, and shall be evaluated at least once annually by a qualified school administrator.

Tenured teachers and tenured support staff - If the employee scores above standard on five (5) of eight (8) areas on their last TPAI, then they get one (1) unannounced observation with drop-in visits, which are logged. If fewer, they get three (3) observations and shall be evaluated at least once annually by a qualified school administrator.

NOTE:

1. Principals are encouraged to do numerous classroom visits; the above procedure is considered to be the minimum.
2. Principals can, at any time that he deems appropriate, place the employee on the three (3) observations cycle in order to do a new TPAI. Employee will be notified if this becomes necessary.