

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>PERSONNEL</u> Evaluation of Administrative Personnel	771
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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, interactions with the employee, plans of improvement and any other accurate indications of performance.
3. Evaluators will be held accountable for following the evaluation system and all applicable state guidelines on the evaluation of administrative personnel. Administrative personnel shall be evaluated at least annually by the Superintendent or his designee.
4. Evaluation data will be submitted to the Central office personnel file in accordance with state law and Board policy on personnel files.
5. Evaluation data will be used in making employment decisions, including professional development and assistance, career status and suspension, 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.
6. 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.