

## **Employee Evaluation**

Employees are evaluated according to regulations established by the Caswell County Board of Education and the Superintendent and/or any rules and regulations required by the North Carolina State Board of Education. The primary function of the evaluation is to provide a means for growth and to measure job performance. Regulations by job category are summarized below. Contact the CCS Office of Human Resources for additional information.

*Licensed Staff:* Beginning teachers and other professional staff completing their first year in Caswell County Schools will be formally observed at least four times during the school year by the principal or designee with at least one of those observations completed by a peer. An evaluation using specific performance appraisal instruments will be conducted at year-end. In addition, individual professional development plans (PDP), based on performance needs and goals of the school improvement plan and school system, is required.

All other licensed staff members will be evaluated based upon their license renewal cycle. Years during the renewal cycle are called the “off-years.” The year the license expires is called the “on-year” cycle. Specific processes take place during each cycle. An individual PDP is also required during the renewal cycle.

Note: If any licensed staff member is rated below proficient on the evaluation rubric, the individual will be placed on a monitored or directed professional development plan (PDP) along with an action or intervention plan.

## **Board of Education Policy 770**