

## EVALUATION OF PROFESSIONAL STAFF

Every employee of the Tazewell County School Board staff is evaluated on a regular basis at least as frequently as required by law.

The superintendent assures that cooperatively developed procedures for professional staff evaluations are implemented throughout the division and included in the division's policy manual. The results of the evaluation are in writing, dated and signed by the evaluator and the person being evaluated, with one copy going to the central office personnel file and one copy to the person being evaluated.

The primary purposes of evaluation are:

- to optimize student learning and growth;
- to contribute to the successful achievement of the goals and objectives of the division's educational plan;
- to improve the quality of instruction by ensuring accountability for classroom performance and teacher effectiveness;
- to provide a basis for leadership improvement through productive performance appraisal and professional growth;
- to implement a performance evaluation system that promotes a positive working environment and continuous communication between the employee and the evaluator that promotes continuous professional growth, leadership effectiveness, improvement of overall job performance and improved student outcomes; and
- to promote self-growth, instructional effectiveness, and improvement of overall professional performance.

The procedures are consistent with the performance objectives included in the Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers and the Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals. Evaluations include student academic progress as a significant component and an overall summative rating. Teacher evaluations include regular observation and evidence that instruction is aligned with the school's curriculum. Evaluations include identification of areas of individual strengths and weaknesses and recommendations for appropriate professional activities.

Any teacher whose evaluation indicates deficiencies in managing student conduct may be required to attend professional development activities designed to improve classroom management and discipline skills.

If a teacher's performance evaluation during the probationary period is not satisfactory, the School Board shall not reemploy the teacher.

Adopted: May 14, 2018

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-294, 22.1-295, 22.1-303, 22.1-253.13:5, 22.1-253.13:7 and 22.1-276.2.

Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers  
(Virginia Board of Education as revised July 23, 2015)  
([http://www.doe.virginia.gov/teaching/performance\\_evaluation/guidelines\\_ups\\_eval\\_criteria\\_teachers.pdf](http://www.doe.virginia.gov/teaching/performance_evaluation/guidelines_ups_eval_criteria_teachers.pdf)).

Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals  
(Virginia Board of Education as revised July 23, 2015)  
([http://www.doe.virginia.gov/teaching/performance\\_evaluation/guidelines\\_ups\\_eval\\_criteria\\_principals.pdf](http://www.doe.virginia.gov/teaching/performance_evaluation/guidelines_ups_eval_criteria_principals.pdf)).

Cross Ref.:    CBG                      Evaluation of the Superintendent  
                  GCG                      Professional Staff Probationary Term and Continuing  
  Contract

## PERSONNEL

Licensed Personnel: EvaluationA. Generally

The Tazewell County School Board shall approve an official evaluation plan for licensed personnel which shall have as its primary purpose the provision of more effective services for students.

## B. Guidelines for Establishing Evaluation Procedures

1. Teachers will be given a copy of any evaluation and/or rating report and will discuss such report with the evaluator. Teachers shall have an opportunity to submit written comments on his or her evaluation and/or rating. After such review and the attachment of comments, if any, the teacher shall sign the report to indicate that the teacher is aware of its contents.
2. Any report which tends to be negative must contain suggestions and a planned program in writing for helping the teacher to improve. After such notice the teacher shall be given a reasonable time to make corrections before an adverse job decision is made.
3. Evaluation materials; including rating, observations, anecdotal records, notice of evaluation results and teacher comments on evaluations shall be maintained in the teacher's permanent file in order to document elements of the evaluation process.

## Editor's Note

See Tazewell County Teachers' Evaluation System

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## Legal Reference:

Code of VA, §22.2-253.13:7. Standard 7

Code of VA X22.2-303.1

Adopted by School Board: November 11, 1985

Amended by School Board: November 10, 1986

Amended by School Board: March 11, 2002