

<p>PRESTON COUNTY BOARD OF EDUCATION</p> <p>FILE: 7 – PROFESSIONAL AND SERVICE PERSONNEL DEVELOPMENT</p> <p>File: 7-2 Personnel Evaluation</p>	<p>Last Reviewed: 6-28-10</p> <p>Next Review: 7-01-12</p>
---	---

The Preston County Board of Education is committed to the implementation of *SBP 5310, Performance Evaluation of School Personnel*. County administrative personnel will adhere to the definitions, training, rating structure, and evaluation criteria and procedures for evaluating classroom teachers, professional supports personnel, administrators, and coaches.

The various categories of professional personnel will be evaluated upon the basis of their performance and compliance with the responsibilities and performance criteria listed in *SBP 5310*. Classroom teachers, professional supports personnel and administrators must demonstrate competency in the knowledge and implementation of technology effective July 1, 2003.

A standardized evaluation system for all professional education personnel is hereby established by the Preston County Board of Education.
(WVC §18A-2-12 and SBP 5310)

Purposes

- ❖ Improve the quality of education and services to students and community;
- ❖ Provide information for employees to improve their performance;
- ❖ Clarify employee’s duties and responsibilities;
- ❖ Facilitate communication between evaluator and employee;
- ❖ Provide for an on-going record of performance;
- ❖ Provide evaluation data as one basis for sound personnel decisions;
- ❖ Promote professional growth and development and quality performance;
- ❖ Foster the self-improvement of each employee; and
- ❖ Cultivate positive morale.

[Home](#)

R 7-2-1 Definitions

- ❖ **Conference:** a meeting between the supervisor and employee, or among the improvement team and the employee, focusing on the employee’s performance during an observation, an evaluation, or an improvement plan.
- ❖ **Evaluation Instruments:** the approved evaluation forms containing the performance criteria.
- ❖ **Performance Criteria:** indicators of stated job responsibilities used to evaluate the performance of an employee.
- ❖ **Observation:** the process of collecting data on the employee’s job performance.

- ❖ **Rating:** an exemplary, exceeds standards, meets standards, or unsatisfactory value assigned to the performance of an employee.
- ❖ **Portfolio for teachers:** a collection of material assigned and selected by the employee to document commendable job performance, which may be used by the employee during the observation or the evaluation conference. The compilation of this documentation is optional.
- ❖ **Portfolio for Administrators/Professional Support Personnel:** a collection of materials assembled and selected by the employee to document goal attainment, which may be used by the employee during the observation or the evaluation conference. The compilation of this documentation is required.
- ❖ **Professional Growth and Development Plan:** a plan designed and developed by an employee and his/her supervisor for continued professional growth.
- ❖ **Classroom Teacher:** the professional educator who has direct instructional relationship with pupils, including Teacher/School Librarians.
- ❖ **Professional Support Personnel:** the professional educator whose title includes but is not limited to the following: - Athletic Trainer, School Counselors, Education Audiologist, School Nurses, School Psychologists, Social Service and Attendance, and Speech and Language Pathologists.
- ❖ **Administrator:** the professional educator whose title includes but is not limited to the following: central office administrator, supervisor, director, coordinator, program specialist, principal, and/or vice principal.
- ❖ **Coach:** a member of a school faculty, substitute teacher or student teacher within a public school or an authorized certified individual under contract with a county board of education who provides instruction, direction, or supervision to athletic teams for the purpose of developing ability or skill to perform in athletic contests.
- ❖ **Immediate Supervisor:** a professional educator/administrator identified by the county superintendent to conduct observations, complete evaluations, and write and monitor improvement plans.
- ❖ **Orientation:** A meeting to assure that all employees have a full understanding of the purposes, instruments and procedures used in evaluating the performance of employees. (SBP 5310)

[Home](#)

R 7-2-2 Principles of Operation

- ❖ The staff evaluation process is to be regarded as a vital link in the communication between evaluator and employee for the purpose of improved instruction and services for students through the improvement of the job performance of the employee.
- ❖ The immediate supervisor shall be responsible for the monitoring and/or observation of the work of employees entrusted to his/her care and supervision.
- ❖ All monitoring and/or observation of the work of an employee shall be conducted openly.

- ❖ Orientation: To assure that all employees have a full understanding of the purposes, instruments and procedures used in evaluating the performance of employees, an orientation meeting shall be held at each work location at the beginning of the employment period.
 - The building administrator, other appropriate county personnel, or outside consultants may conduct the orientation sessions.
 - Each employee shall be provided a copy of the instruments and procedures.
- ❖ Evaluations may be completed any time during the school year prior to June 1.
- ❖ Evaluation results will be shared with employees by means of an exit conference with the immediate supervisor.
- ❖ An employee whose performance evaluation is rated unsatisfactory shall be given an opportunity to correct the deficiencies, and the administration will give reasonable support necessary to help the employee succeed.
- ❖ Evaluation results will be used as one basis for making sound personnel decisions.
- ❖ Evaluations will be considered in all instances of promotion, transfer, or any instance in which an employee is a candidate for a position.
- ❖ Demotion, dismissal and non-rehiring decisions because of unsatisfactory performance will only be made on the basis of unsatisfactory evaluations after all improvement processes as outlined in this policy have been implemented and have not resulted in satisfactory improvement. However, nothing in this policy shall affect the powers of the school board to suspend or dismiss any employee at any time pursuant to WVC §18A-2-8, for immorality, incompetency, cruelty, insubordination, intemperance, or willful neglect of duty.
- ❖ All grievance and other due process procedures remain operational.
- ❖ Prior to the end of the first month of school, the Personnel Office shall compile for each supervisor a list of employees due for evaluation and their evaluation status.
- ❖ Employees working in two or more schools shall be assigned a home base by the Superintendent or designee for evaluation purposes. The immediate supervisor at the home base shall be responsible for completing the evaluation with input from supervisor(s) in the other school(s).
- ❖ Employees working in two or more schools shall be observed by the immediate supervisor in each school. The observation data shall be submitted to the employee's home base supervisor one month prior to the end of the evaluation time line.
- ❖ Copies of observations, evaluations, and improvement plans shall be maintained by the immediate supervisor.
- ❖ Copies of evaluations and improvement plans shall be maintained in each employee's county personnel file.
(SBP 5310)

R 7-2-3 Rating Structure for Professional Personnel

The four performance rating categories on the personnel evaluation form for employees are: a) exemplary, b) exceeds standards, c) meets standards, and d) unsatisfactory. The scale for assessing the performance criteria is as follows:

- ❖ **Exemplary:** The employee's performance consistently exceptional in meeting performance criteria demonstrated by providing extraordinary opportunities for student success through instructional strategies that confirm the teacher's expertise and the ability to reach all students.
- ❖ **Exceeds Standards:** The employee's performance is consistently exceptional in meeting performance criteria demonstrated by going beyond the established standards and instructional practices in reaching all students.
- ❖ **Meets Standards:** Performance is consistently adequate in meeting performance criteria.
- ❖ **Unsatisfactory:** Performance is not consistently acceptable in meeting performance criteria. (SBP 5310)

R 7-2-4 Observation and Evaluation Forms

The appropriate forms may be found at the West Virginia State Board website or they may be obtained from the Central Office.

[Home](#)

Adopted: September 7, 1999
Amended/Revised: June 28, 2010