

STAFF EVALUATION

The Board of Education, through the powers derived from the West Virginia Code, is responsible for the employment and discharge of all personnel. To carry out this responsibility, it delegates to the Superintendent the function of establishing and implementing a program of personnel assessment for all professional personnel.

In order to satisfy the requirements of West Virginia State Board of Education policy 5310, Performance Evaluation of School Personnel, the Board adopts West Virginia State Board of Education policy 5310 and is incorporated by reference into this policy.

Purpose:

This evaluation policy has five (5) major purposes:

- A. to promote professional growth and development that advances student learning in schools;
- B. to define and promote high standards for professional personnel and their performance;
- C. to provide data that indicates the effectiveness of professional personnel as one (1) basis for sound personnel decisions;
- D. to provide data for educator preparation programs to identify areas of need and guide program improvement; and
- E. to establish District and school evaluation data that serve as a basis for professional development that specifically targets the area(s) identified for professional growth.

Training:

All evaluators shall be trained in management and evaluation skills in the current system. The Center for Professional Development and the West Virginia Board of Education shall provide education and training in evaluation skills to administrative personnel who will conduct evaluations.

Principles of Operation:

- A. Board Responsibility. West Virginia State Board of Education policy 5310 requires county boards of education to implement written administrative guidelines relating to the requirements of West Virginia State Board of Education policy 5310. Such administrative procedures must include: 1) the identity of the immediate supervisor who conducts the observations and evaluations; and 2) the process to be used in improving an employee's performance based on the evaluation results. These administrative procedures are intended to comply with statutory grievance procedures and other due process requirements.
- B. Professional Staff Training. The Superintendent shall cause an orientation to be provided at the beginning of each employment period to all professional employees covered by these administrative procedures. This orientation shall be reasonably designed to promote a full understanding of evaluation policies and procedures, including providing employees with access to evaluation instruments and these procedures.
- C. Collaboration. Immediate Supervisors shall afford reasonable opportunities for collaboration necessary for the implementation of the evaluation policy and procedures during the school day.

- D. Monitoring and Observation. All monitoring and observations by immediate supervisors shall be conducted openly.
- E. Opportunity to Correct Unsatisfactory Job Performance. Employees who receive unsatisfactory evaluations shall be afforded with a fair and reasonable opportunity to correct deficiencies as required by West Virginia State Board of Education policy 5310.
- F. Identity of Immediate Supervisor. The Superintendent shall cause job descriptions to be developed and maintained at the central office for each professional position. Such job descriptions shall identify the title of the immediate supervisor who is responsible for conducting observations and evaluations of the employee holding said job. Immediate supervisors shall provide the Superintendent with a list of all employees whom they are to evaluate.
- G. Process for Improving Performance Based Upon Evaluation Results. Focused Support Plans and Corrective Action Plans and the resources related thereto shall be provided to assist professional employees whose job performance is in need of improvement as provided by West Virginia State Board of Education policy 5310. The process to be used in improving an employee's performance based on the evaluation results identified within West Virginia State Board of Education policy 5310 are adopted by reference.

Immediate Supervisor Responsibilities

Immediate supervisors are expected to, required to, and shall perform the following tasks. Immediate supervisors responsible for the evaluation of professional employees shall:

1. review and be responsible for implementing the requirements of West Virginia State Board of Education policy 5310;
2. create and maintain a list of all employees to be evaluated;

The list shall be created and provided to the Superintendent prior to the end of September of each school year. The list shall identify the nature of the position held by the employee in one or more of the following categories: athletic coach; classroom teacher 1-3 years of experience; classroom teacher 4-5 years of experience; classroom teacher 6+ years of experience; teacher who began their teaching careers in West Virginia, and are returning to the classroom after a hiatus of three (3) or more years; teacher who began their teaching careers in states other than West Virginia; school leader; school counselor; professional support personnel and central office personnel.

Teachers who began their teaching careers in West Virginia, and are returning to the classroom after a hiatus of three (3) or more years, are to be placed in the classroom teacher list one to three (1-3) years of experience during their first year's return to the classroom. After the initial year and an evaluation, the teacher may be moved to the appropriate progression based on years of experience and an evaluation of accomplished or higher.

Teachers who began their teaching careers in states other than West Virginia are to be placed in the classroom teacher list one to three (1-3) years of experience.

3. for the purpose of ensuring compliance with deadlines found in West Virginia State Board of Education policy 5310, create and maintain a master schedule of significant evaluation-related deadlines for all professional employees under his/her supervision that includes at least the following, as applicable:
 - 1) the due dates for each professional staff member to complete the required self-reflection;
 - 2) the due dates for classroom teachers to submit their two (2) student learning goals, including two (2) points in time and roster verification;
 - 3) the due dates for guidance counselors' targeted improvement goals;
 - 4) the due dates for mutually-established school leader goals;
 - 5) the due dates for mutually established professional support personnel and central office personnel goals;
 - 6) the due dates for the submission of evidence relating to goals (prior to evaluation date);
 - 7) the dates of all planned observations, observation conferences and evaluation due dates;
 - h) the dates of all planned evaluation conferences necessary to comply with the requirements of West Virginia State Board of Education policy 5310;

Observations beyond the minimum required number of observations under policy 5310 need not be included on the master schedule. Each immediate supervisor's master schedule shall be created and made available for inspection by the Superintendent or his/her designee no later than the last school day of September of each school year. The master schedule should be amended to reflect changes required by unforeseen circumstances. Nothing herein shall be interpreted to require that tasks not completed by the due dates on the submitted master schedule will forfeit or waive any provision of West Virginia State Board of Education policy 5310 with respect to the employees being evaluated.

4. prior to publication to subordinate employees, submit draft Focused Support Plans and draft Corrective Action Plans to the Superintendent or his/her designee for review and comment;
5. adhere to the master schedule and/or amendments thereto as much as is practicable;

No master schedule or amendments to a master schedule may deviate in any way from the deadlines contained in West Virginia State Board of Education policy 5310 as these are final deadlines.

- H. Grievance Procedure and Due Process. The performance evaluation procedure shall not be implemented in a manner that conflicts with the requirements of grievance procedure for public employees or the due process rights of school employees.
- I. West Virginia State Board of Education Review. These administrative procedures shall be reviewed by the West Virginia Board of Education upon request.
- J. Review Schedule. These administrative procedures shall be reviewed in accordance with the Review Schedule published by the Superintendent.

Nothing in this policy shall supersede the provisions of State law.

WV Code 18A-2-12, 18A-2-12a
West Virginia State Board of Education policy 5310