

TITLE: PERFORMANCE EVALUATION OF PROFESSIONAL SCHOOL PERSONNEL

1. Board Responsibility. West Virginia Board of Education Policy 5310 requires county boards of education to implement written administrative procedures relating to the requirements of Policy 5310. Such administrative procedures must include: a) the identity of the immediate supervisor who conducts the observations and evaluations; and b) 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. The Superintendent shall cause an orientation to be provided at the beginning of each employment period to all employees covered by these administrative procedures that is reasonably designed to promote a full understanding of evaluation policies and procedures, including access to instruments and procedures. Immediate Supervisors shall afford reasonable opportunities for collaboration necessary for the implementation of the evaluation policy and procedures during the school day. All monitoring and observations by immediate supervisors shall be conducted openly. Employees who receive unsatisfactory evaluations shall be afforded with a fair and reasonable opportunity to correct deficiencies as required by Policy 5310.

2. Identity of Immediate Supervisor. The Superintendent shall cause job descriptions to be developed and maintained for each professional position. Such job descriptions shall identify the immediate supervisor for the position, for purposes of conducting observations and evaluations. Immediate supervisors shall provide the Superintendent a list of all employees they are to evaluate, as provided in Section 3.1.2 of these administrative procedures.

3. Process for Improving Performance Based Upon Evaluation Results. The process to be used in improving an employee's performance based on the evaluation results identified within West Virginia County Board of Education Policy 5310 are adopted by reference.

3.1 Immediate Supervisor Responsibilities.

3.1.1 Review and be responsible for implementing the requirements of West Virginia County Board of Education Policy 5310.

3.1.2 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; school leader; school counselor; professional support personnel and central office personnel 1-3 years of experience; professional support personnel and central office personnel 4-5 years of

experience; or professional support personnel and central office personnel 6+ years of experience.

3.1.3 Create and maintain a master schedule that includes: the due dates for staff to complete the required self-reflection; the due dates for classroom teachers to submit their two student learning goals; the due dates for counselors' targeted improvement goals; the due dates for mutually established school leader goals; the due dates for mutually established professional support personnel and central office personnel goals; the due dates for the submission of evidence relating to goals (prior to evaluation date); the dates of all observations, observation conferences and evaluation due dates; evaluation conferences necessary to comply with the requirements of Policy 5310 [additional observations are not required to be included on the master schedule]. The master schedule shall be created and available for inspection by the Superintendent or designee prior to the end of September of each school year. The master schedule should be amended to reflect changes required by unforeseen circumstances.

3.1.4 Prior to publication to subordinate employees, immediate supervisors shall submit draft Focused Support Plans and draft Corrective Action Plans to the Superintendent (or designee) for review and comment.

3.1.5 Immediate supervisors are required adhere to the master schedule as established or amendments thereto. Amendments to a master schedule that deviate from the deadlines contained in Policy 5310 are not permitted.

4. 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.

5. West Virginia Board of Education Review. These administrative procedures shall be reviewed by the West Virginia Board of Education upon request.

6. Review Schedule. These administrative procedures shall be reviewed in accordance with the Review Schedule published by the Superintendent.

Legal Authority: West Virginia Code §§18A-2-12; 18A-2-12a
West Virginia Board of Education Policy 5310

Placed on Review: July 21, 2014

Board Adoption: