

SUPERVISION OF THE EVALUATION PROCESS

The superintendent of schools shall supervise the establishment of a cooperatively developed procedure for adequate and periodic evaluation of the work of each employee and shall maintain suitable records. The evaluation procedure shall allow for personnel evaluation appropriate to tasks performed by those being evaluated. The Board of Education Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Administrators and Superintendents should be consulted during the development of the evaluation procedures.

Principals, Assistant Principals and Supervisors

The School Board shall establish, for use by the Superintendent, clearly defined criteria for the performance evaluation of principals, assistant principals and supervisors that are consistent with the performance objectives set forth in the Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Administrators, and Superintendents. Such criteria shall include (1) an assessment of the administrator's skills and knowledge, (2) student academic progress and school gains in student learning, and (3) effectiveness in addressing school safety and enforcing student discipline.

Instructional Personnel

The School Board shall develop a procedure, for use by the Superintendent and other administrators, for evaluating instructional personnel. Such procedure shall address (1) student academic progress and (2) the skills and knowledge of such personnel, including instructional methodology, classroom management and subject matter knowledge.

Instructional personnel who have achieved continuing contract status will be evaluated not less than once every three years. Any instructional personnel, who has achieved continuing contract status, receiving an unsatisfactory evaluation who continues to be employed by the local school board will be evaluated no later than one year after receiving such unsatisfactory evaluation. The evaluation shall be maintained in the employee's personnel file.

Employment Recommendations

The evaluation process shall be considered when making employment recommendations to the School Board pursuant to § 22.1-293 or 22.1-305 of the Code of Virginia.

Adopted: August 15, 2006

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-294, 22.1-295, 22.1-253.13:7.

Board of Education Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Administrators and Superintendents (January 2000) (available at <http://www.pen.k12.va.us/VDOE/newvdoe/evaluation.pdf>).

Cross Refs.: GCN Evaluation of Professional Staff