

# EVALUATION OF INSTRUCTIONAL STAFF

Code **GCOA-R** Issued **3/05**

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The board requires all instructional personnel to be evaluated in accordance with the provisions of applicable state law and regulations.

## **Induction contract teachers**

The district will design and maintain an induction program to provide induction contract teachers with special guidance and assistance throughout their year of teaching. The program will contain criterion and/or requirements necessary for induction contract teachers to complete their contract year. Teachers will be provided with formal, written feedback regarding their strengths and weaknesses relative to South Carolina standards for teacher effectiveness.

## **Annual contract teachers**

During the first annual contract year, at the district's discretion, the teacher must either complete the formal evaluation process or be provided with diagnostic assistance. During subsequent annual contract years, the district will use either the TEAM instrument to conduct a formal evaluation or the Goals-Based Evaluation (GBE) program to conduct an informal evaluation for teachers. The district will also establish criteria or requirements that must be met by teachers to successfully complete an annual contract year. Annual contract teachers must successfully complete the TEAM evaluation process at least once.

## **Continuing contract teachers**

The district may conduct both formal and informal evaluations of continuing contract teachers; however, continuing contract teachers must be evaluated yearly on a continuing basis.

The principal and/or the appropriate district administrator will determine which continuing contract teachers will be evaluated using a formal process, i.e., the TEAM instrument, and which teachers will be evaluated using an informal process, i.e., the GBE program. The district will establish criteria or requirements that are to be met by teachers to successfully complete an evaluation at the continuing contract level.

Teachers on GBE will complete one goal per year over a three-year cycle.

If there are concerns about a teacher's performance or conduct, or if an employment decision needs to be made, the district will use the formal process for evaluating the teacher. Set forth below are examples of areas of concern an administrator may have with a teacher's performance, which may justify placing the teacher on a formal evaluation. This list is not exhaustive.

- classroom instruction
- classroom management
- interpersonal skills
- inappropriate treatment of students
- inappropriate treatment of parents/legal guardians
- inappropriate treatment of other staff members
- insubordination
- requests from more than one parent/legal guardian in a school year that their child be removed from the teacher's class, which are determined to have merit
- written or oral communications
- professional response
- low student achievement without appropriate explanation

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- concerns with a teacher's performance in any of the performance dimensions included in the formal evaluation instrument

The district will notify a continuing contract teacher in writing by the end of the current school year, but no later than May 15, if he/she is being recommended for formal evaluation during the next school year. The principal will notify the superintendent of any continuing contract teacher placed on TEAM and/or an improvement/assistance plan.

If a continuing contract teacher disagrees with the decision of the principal to place him/her on formal evaluation, he/she may appeal the decision to the superintendent within 10 working days of receiving written notice of the decision. The superintendent will meet with the employee within 10 working days of receipt of the appeal and will issue a decision in writing within 10 working days of the meeting. The decision of the superintendent will be final, and there will be no further right of appeal. Additionally, an employee may not file a grievance pursuant to the district's grievance policy on this issue.

Regardless of the evaluation tool used, the district will provide appropriate training for all personnel responsible for conducting the evaluation process and for all personnel being evaluated.

Original evaluation results will be maintained in each employee's district personnel file; however, principals or their designees will provide each teacher or other instructional personnel with a copy of his/her written evaluation results.

Finally, at any time a principal or his/her designee may notify a teacher of concerns with his/her performance and provide the teacher with assistance, if appropriate.

Furthermore, nothing in this administrative rule prohibits the administration from placing a teacher on administrative leave or recommending suspension or termination should the teacher's conduct warrant such action.

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