

EVALUATION OF INSTRUCTIONAL STAFF

Code **GCOA** Issued **9/13**

Purpose: To establish the basic structure for the evaluation of the professional instructional staff in the district to ensure accountability.

The appropriate personnel will evaluate the performance of every instructional employee fairly and on a periodic basis in an effort to improve the quality of all work performance.

The superintendent will enforce the rules, regulations and procedures necessary for conducting an efficient, effective program of employee performance evaluation.

The elements of the performance evaluation program are as follows.

- Every employee is informed of the criteria by which his/her performance is evaluated.
- Every employee has the right to be informed of his/her performance evaluation.

Assisting, Developing, and Evaluating Professional Teaching (ADEPT) System

The district will use the ADEPT System to evaluate all certified teachers employed under induction, annual and continuing contracts. The district will base all evaluations on the ADEPT performance standards in accordance with state board of education ADEPT implementation guidelines.

The district will develop plans and procedures for teacher evaluation based on the following components of ADEPT.

Induction programs

The district will develop or adopt induction programs to provide teachers with comprehensive guidance and assistance throughout each induction year. These programs must contain criteria and/or requirements necessary for teachers to complete the induction contract year. No person may be employed as an induction teacher for more than three years. A teacher who is completing a third year of induction is eligible for employment at the annual contract level.

Annual contract

The district must use a valid and reliable process for evaluating and assisting teachers employed under annual contracts in accordance with state board of education regulations. Teachers employed under an annual contract also must complete an individualized professional growth plan established by the school or district and supportive of district strategic plans and school renewal plans.

The district must establish criteria or requirements to be met by teachers to successfully complete the first annual contract year to include a formal performance evaluation or be provided with diagnostic assistance. An annual contract teacher who has demonstrated potential but who has not yet met the formal evaluation criteria and/or requirements set by the board is eligible for a diagnostic assistance year at the annual contract level. The district may provide this during the teacher's first annual contract year or during the annual contract year following the teacher's first unsuccessful formal evaluation. A teacher is eligible to receive only one diagnostic assistance year. A diagnostic assistance year must be followed by formal (summative) evaluation at the

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annual contract level during the teacher's next year of teaching employment. During subsequent annual contract years, teachers must be evaluated or assisted in accordance with state board of education regulations.

Teachers may not be employed under an annual contract for more than four years.

Continuing contract

Teachers employed under continuing contracts must be evaluated on a continuing basis. The district will decide whether the evaluation will be formal or informal (i.e., goals-based). Continuing contract teachers who are being recommended for formal evaluation the following year must be notified in writing on or before the date the district issues the written offer of employment or reemployment.

The district will develop a plan in accordance with state board of education ADEPT implementation guidelines, to continuously evaluate teachers who are employed under continuing contracts. At a minimum, the district ADEPT plans for these teachers must address formal and informal evaluations and individualized professional growth plans.

Teachers employed from out of state

Teacher employed from out of state who receive a South Carolina professional teaching certificate based on reciprocity are eligible for employment under an annual contract. At the annual contract level, teachers may receive either a diagnostic assistance year or a formal evaluation. Teachers must successfully complete the formal evaluation at the annual contract level before they are eligible to receive a continuing contract.

Teachers employed in charter schools

If a charter school operating within the district elects to implement the ADEPT system for evaluating their teachers, it must do so in compliance with all provisions of law and state board of education regulation and implementation guidelines. In fulfilling these requirements, the contract between the charter school and its sponsor must include an ADEPT provision. All certified teachers in the charter school must be assisted and evaluated consistent with the sponsor's state board of education approved ADEPT plan for induction, formal evaluation and goals-based evaluation.

The charter school ADEPT provision must address the charter school's responsibilities for ensuring the fidelity of the implementation of the system and the sponsor's responsibility in terms of staff training and program implementation. The provision must be included in the sponsor's ADEPT plan and approved by the state board of education prior to implementation. The sponsor agrees to disseminate all ADEPT-related information from the state department of education to the charter school and to report charter school teacher data as required.

Teachers who hold a limited professional certificate

An educator who holds a valid South Carolina limited professional certificate is eligible for employment at a "regulated" public school at the annual contract level and may receive either a diagnostic-assistance year or a formal evaluation. Teachers must successfully complete the formal evaluation at the annual contract level before they are eligible to move from a limited professional certificate to a full professional certificate and be employed under a continuing contract.

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Training and reporting

The district must provide appropriate training for all personnel responsible for conducting the evaluation process.

The district must meet all reporting requirements as outlined in law and state board regulation.

Adopted 8/13/91; Revised 10/14/97, 10/13/98, 3/8/05, 4/18/06, 9/11/12, 9/10/13

Legal references:

- A. S.C. Code, 1976, as amended:
 - 1. Section 59-26-10 through Section 59-26-40 - A system for the training, certification, initial employment, evaluation and continuous professional development of public educators.
- B. State Board of Education Regulations:
 - 1. R-43-205.1 - Assisting, Developing, and Evaluating Professional Teaching (ADEPT).
- C. State Board of Education:
 - 1. Guidelines for Implementation of ADEPT.