

The Transylvania County Board of Education (the “board”) recognizes that an effective staff is critical to the smooth operation of the school system and to creating a learning environment in which students can succeed. The board further believes that students will not excel in performance unless those who most directly affect students, including school administrators, teachers, and other licensed professionals, excel in their performance. It is the intent of the board to employ only those licensed employees who continuously exhibit a pattern of behavior that exemplifies excellent performance.

The board places a high priority on securing the most competent personnel available and, once they are employed, in assisting them in their professional growth and development throughout their careers. An effective evaluation program that clearly describes an employee’s performance is a critical aspect of professional growth and assistance. Further, performance evaluation data is an important factor for consideration in decisions regarding continued employment. The superintendent must be able to substantiate any recommendation for continued employment with evaluation data, among other factors.

The superintendent is directed to develop and implement an effective evaluation system for licensed personnel that is consistent with State Board of Education policies. School administrators who are responsible for conducting evaluations shall comply with all state requirements with regard to the type and frequency of evaluation. The school principal shall evaluate teachers and may incorporate any guidelines or strategies developed by the State Board to assist in the evaluations. The principal shall provide teachers’ access to EVAAS data as required by law and shall notify teachers at least annually when the data is updated to reflect teacher performance from the previous school year. The superintendent or designee shall evaluate principals and assistant principals.

All licensed personnel must be evaluated at least annually using state-approved evaluation instruments in conformance with the processes established by the State Board in the North Carolina Educator Evaluation System for that class of personnel. Teachers with fewer than three consecutive years of experience shall be evaluated annually in accordance with the comprehensive evaluation cycle established in State Board Policy TCP-C-004. For teachers with three or more years of experience, the abbreviated evaluation process established in State Board Policy TCP-C-004 satisfies the annual evaluation requirement; however, a teacher receiving an abbreviated evaluation may request that the evaluator conduct a formal observation. In addition, in any given year, the principal may elect to use the comprehensive or standard evaluation processes set forth in State Board Policy TCP-C-004 or require additional formal or informal observations to evaluate a teacher with three or more years of experience. The principal also may supplement the State Board evaluation processes for other categories of licensed personnel by requiring additional observations or other evaluation measures. The annual evaluation of principals and assistant principals must include a mid-year review.

The evaluation system must incorporate the following directives.

1. Evaluators must clearly identify exemplary performance as well as deficiencies in

45 performance.

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- 47 2. Evaluators are encouraged to use supplementary means of assessing and documenting
- 48 performance in addition to the state performance standards, assessment rubrics, and
- 49 evaluation instruments, including, but not limited to, additional formal observations,
- 50 informal observations, conferences, reviews of lesson plans and grade books, interactions
- 51 with the employee, plans of growth or improvement, and any other accurate indicators of
- 52 performance.
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- 54 3. Student performance and growth data will be considered as a part of the evaluation of
- 55 licensed personnel, as provided in the assessment rubric for the class of employees under
- 56 evaluation. For teachers, such data shall include analysis of student work for
- 57 performance-based courses and student performance as measured by the statewide
- 58 growth model for educator effectiveness or as otherwise authorized by the State Board of
- 59 Education and approved by the local board. Multiple means of assessing student
- 60 performance must be used whenever possible. If only one method is used to measure
- 61 student performance, it must be a clearly valid tool for evaluating an employee's impact
- 62 on student performance.
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- 64 4. Peer observations of teachers with fewer than three consecutive years of experience must
- 65 be conducted as required by law using the evaluation instrument and process established
- 66 by the State Board and must be considered by the school administrator in evaluating
- 67 teacher performance.
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- 69 5. Supervisors and principals should facilitate open communication with employees about
- 70 performance expectations.
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- 72 6. An employee who is unclear about how performance is being assessed or who desires
- 73 additional evaluation opportunities should address these issues with his or her immediate
- 74 supervisor.
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- 76 7. Evaluators will be held accountable for following the evaluation system and all
- 77 applicable state guidelines on the evaluation of employees.
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- 79 8. Evaluation data will be submitted to the central office personnel file in accordance with
- 80 state law and policy 7820, Personnel Files.
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- 82 9. Evaluation data will be used in making employment decisions, including decisions
- 83 related to professional and staff development (see policy 1610/7800, Professional and
- 84 Staff Development) and suspension, demotion, and dismissal of employees (see policy
- 85 7930, Professional Employees: Demotion and Dismissal and policy 7940, Classified
- 86 Personnel: Suspension and Dismissal). Employment decisions may be made by the board
- 87 and administrators regardless of whether evaluators have followed the evaluation system,
- 88 so long as there is a legally sufficient basis for the decisions.

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90 10. The superintendent and all evaluators are encouraged to develop ways to recognize  
91 distinguished performance and to capitalize on the abilities of such exemplary employees  
92 in helping other employees. The superintendent and evaluators are encouraged to involve  
93 employees in developing these processes.  
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95 The superintendent shall develop any other necessary procedures and shall provide training, as  
96 necessary, to carry out the board's directives and to meet state requirements.  
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98 Legal References: G.S. 115C-47(18), -286.1, -325, -333, -333.1, -333.2; State Board of  
99 Education Policies TCP-C-004, -005, -006, -022  
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101 Cross References: Professional and Staff Development (policy 1610/7800), School  
102 Administrator Contracts (policy 7425), Plans for Growth and Improvement of Licensed  
103 Employees (policy 7811), Personnel Files (policy 7820), Professional Employees: Demotion and  
104 Dismissal (policy 7930), Classified Personnel: Suspension and Dismissal (policy 7940)  
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106 Adopted:  
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