

1 The Transylvania County Board of Education (the “board”) recognizes that an effective staff is
2 critical to the smooth operation of the school system and to creating a learning environment in
3 which students can succeed. The board further believes that students will not excel in
4 performance unless those who most directly affect students, including school administrators,
5 teachers, and other licensed professionals, excel in their performance. It is the intent of the board
6 to employ only those licensed employees who continuously exhibit a pattern of behavior that
7 exemplifies excellent performance.
8

9 The board places a high priority on securing the most competent personnel available and, once
10 they are employed, in assisting them in their professional growth and development throughout
11 their careers. An effective evaluation program that clearly describes an employee’s performance
12 is a critical aspect of professional growth and assistance. Further, performance evaluation data is
13 an important factor for consideration in decisions regarding continued employment. The
14 superintendent must be able to substantiate any recommendation for continued employment with
15 evaluation data, among other factors.
16

17 The superintendent is directed to develop and implement an effective evaluation system for
18 licensed personnel that is consistent with State Board of Education policies. School
19 administrators who are responsible for conducting evaluations shall comply with all state
20 requirements with regard to the type and frequency of evaluation, including, as applicable, the
21 process for evaluating licensed employees in schools designated as low performing. The ~~school~~
22 principal shall evaluate teachers and may incorporate any guidelines or strategies developed by
23 the State Board to assist in the evaluations. The principal shall provide teachers’ access to
24 EVAAS data as required by law and shall notify teachers at least annually when the data is
25 updated to reflect teacher performance from the previous school year. The superintendent or
26 designee shall evaluate principals and assistant principals.
27

28 All licensed personnel must be evaluated at least annually using state-approved evaluation
29 instruments in conformance with the processes established by the State Board in the North
30 Carolina Educator Evaluation System for that class of personnel. Teachers with fewer than three
31 consecutive years of experience ~~shall~~ will be evaluated annually in accordance with ~~state law and~~
32 the comprehensive evaluation cycle established in State Board Policy TCP-C-004. For teachers
33 with three or more years of experience, the abbreviated evaluation process established in State
34 Board Policy TCP-C-004 satisfies the annual evaluation requirement; however, a teacher
35 receiving an abbreviated evaluation may request that the evaluator conduct a formal observation.
36 In addition, in any given year, the principal may elect to use the comprehensive or standard
37 evaluation processes set forth in State Board Policy TCP-C-004 or require additional formal or
38 informal observations to evaluate a teacher with three or more years of experience. The principal
39 also may supplement the State Board evaluation processes for other categories of licensed
40 personnel by requiring additional observations or other evaluation measures. The annual
41 evaluation of principals and assistant principals must include a mid-year review.
42

43 The evaluation system must incorporate the following directives.
44

- 45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
1. Evaluators must clearly identify exemplary performance as well as deficiencies in performance.
 2. Evaluators are encouraged to use supplementary means of assessing and documenting performance in addition to the state performance standards, assessment rubrics, and evaluation instruments, including, but not limited to, additional formal observations, informal observations, conferences, reviews of lesson plans and grade books, interactions with the employee, plans of growth or improvement, and any other accurate indicators of performance.
 3. Student performance and growth data will be considered as a part of the evaluation of licensed personnel, as provided in the assessment rubric for the class of employees under evaluation. For teachers, such data shall include analysis of student work for performance-based courses and student performance as measured by the statewide growth model for educator effectiveness or as otherwise authorized by the State Board of Education and approved by the local board. Multiple means of assessing student performance must be used whenever possible. If only one method is used to measure student performance, it must be a clearly valid tool for evaluating an employee's impact on student performance.
 4. Peer observations of teachers with fewer than three consecutive years of experience must be conducted as required by law using the evaluation instrument and process established by the State Board and must be considered by the school administrator in evaluating teacher performance.
 5. Supervisors and principals should facilitate open communication with employees about performance expectations.
 6. An employee who is unclear about how performance is being assessed or who desires additional evaluation opportunities should address these issues with his or her immediate supervisor.
 7. Evaluators will be held accountable for following the evaluation system and all applicable state guidelines on the evaluation of employees.
 8. Evaluation data will be submitted to the central office personnel file in accordance with state law and policy 7820, Personnel Files.
 9. Evaluation data will be used in making employment decisions, including decisions related to professional and staff development (see policy 1610/7800, Professional and Staff Development) and suspension, demotion, and dismissal of employees (see policy 7930, Professional Employees: Demotion and Dismissal and policy 7940, Classified Personnel: Suspension and Dismissal). Employment decisions may be made by the board

89 and administrators regardless of whether evaluators have followed the evaluation system,
90 so long as there is a legally sufficient basis for the decisions.

91
92 10. The superintendent and all evaluators are encouraged to develop ways to recognize
93 distinguished performance and to capitalize on the abilities of such exemplary employees
94 in helping other employees. The superintendent and evaluators are encouraged to involve
95 employees in developing these processes.

96
97 The superintendent shall develop any other necessary procedures and shall provide training, as
98 necessary, to carry out the board’s directives and to meet state requirements.

99
100 Legal References: G.S. 115C-47(18), -286.1, -325, -333, -333.1, -333.2; State Board of
101 Education Policies TCP-C-004, -005, -006, -022

102
103 Cross References: Professional and Staff Development (policy 1610/7800), School
104 Administrator Contracts (policy 7425), Plans for Growth and Improvement of Licensed
105 Employees (policy 7811), Personnel Files (policy 7820), Professional Employees: Demotion and
106 Dismissal (policy 7930), Classified Personnel: Suspension and Dismissal (policy 7940)

107
108 Adopted: April 18, 2016

109
110 Revised: [DATE]

111

REVISED