

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.
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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.
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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
22 principal, or an assistant principal in the limited circumstances authorized by law, shall evaluate
23 teachers and may incorporate any guidelines or strategies developed by the State Board to assist
24 in the evaluations. The principal shall provide teachers’ access to EVAAS data as required by
25 law and shall notify teachers at least annually when the data is updated to reflect teacher
26 performance from the previous school year. The superintendent or designee shall evaluate
27 principals and assistant principals.
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29 All licensed personnel must be evaluated at least annually using state-approved evaluation
30 instruments in conformance with the processes established by the State Board in the North
31 Carolina Educator Evaluation System for that class of personnel. Teachers with fewer than three
32 consecutive years of experience will be evaluated annually in accordance with state law and the
33 comprehensive evaluation cycle established in State Board Policy ~~TCP-CEVAL~~-004. For
34 teachers with three or more years of experience, the abbreviated evaluation process established in
35 State Board Policy ~~TCP-CEVAL~~-004 satisfies the annual evaluation requirement; however, a
36 teacher receiving an abbreviated evaluation may request that the evaluator conduct a formal
37 observation. In addition, in any given year, the principal may elect to use the comprehensive or
38 standard evaluation processes set forth in State Board Policy ~~TCP-CEVAL~~-004 or require
39 additional formal or informal observations to evaluate a teacher with three or more years of
40 experience. The principal also may supplement the State Board evaluation processes for other
41 categories of licensed personnel by requiring additional observations or other evaluation
42 measures. The annual evaluation of principals and assistant principals must include a mid-year
43 review.
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45 The evaluation system must incorporate the following directives.

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

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50 2. Evaluators are encouraged to use supplementary means of assessing and documenting
51 performance in addition to the state performance standards, assessment rubrics, and
52 evaluation instruments, including, but not limited to, additional formal observations,
53 informal observations, conferences, reviews of lesson plans and grade books, interactions
54 with the employee, plans of growth or improvement, and any other accurate indicators of
55 performance.

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57 3. Student performance and growth data will be considered as a part of the evaluation of
58 licensed personnel, as provided in the assessment rubric for the class of employees under
59 evaluation. For teachers, such data shall include ~~analysis of student work for~~
60 ~~performance-based courses and~~ student performance as measured by the statewide
61 growth model for educator effectiveness or as otherwise authorized by the State Board of
62 Education and approved by the local board. ~~Multiple means of assessing student~~
63 ~~performance must be used whenever possible. If only one method is used to measure~~
64 ~~student performance, it must be a clearly valid tool for evaluating an employee's impact~~
65 ~~on student performance.~~

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67 4. Peer observations of teachers with fewer than three consecutive years of experience must
68 be conducted as required by law using the evaluation instrument and process established
69 by the State Board and must be considered by the school administrator in evaluating
70 teacher performance.

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72 5. Supervisors and principals should facilitate open communication with employees about
73 performance expectations.

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75 6. An employee who is unclear about how performance is being assessed or who desires
76 additional evaluation opportunities should address these issues with his or her immediate
77 supervisor.

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79 7. Evaluators will be held accountable for following the evaluation system and all
80 applicable state guidelines on the evaluation of employees.

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82 8. Evaluation data will be submitted to the central office personnel file in accordance with
83 state law and policy 7820, Personnel Files.

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85 9. Evaluation data will be used in making employment decisions, including decisions
86 related to professional and staff development (see policy 1610/7800, Professional and
87 Staff Development) and suspension, demotion, and dismissal of employees (see policy
88 7930, Professional Employees: Demotion and Dismissal and policy 7940, Classified

89 Personnel: Suspension and Dismissal). Employment decisions may be made by the board
90 and administrators regardless of whether evaluators have followed the evaluation system,
91 so long as there is a legally sufficient basis for the decisions.
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93 10. The superintendent and all evaluators are encouraged to develop ways to recognize
94 distinguished performance and to capitalize on the abilities of such exemplary employees
95 in helping other employees. The superintendent and evaluators are encouraged to involve
96 employees in developing these processes.
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98 The superintendent shall develop any other necessary procedures and shall provide training, as
99 necessary, to carry out the board's directives and to meet state requirements.
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101 Legal References: G.S. 115C-47(18), -286.1, -325, -333, -333.1, -333.2; State Board of
102 Education Policies ~~TCP-C-004, -005, -006, -022~~ EVAL-004 through -006, EVAL-022, EVAL-
103 025 through -031
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105 Cross References: Professional and Staff Development (policy 1610/7800), School
106 Administrator Contracts (policy 7425), Plans for Growth and Improvement of Licensed
107 Employees (policy 7811), Personnel Files (policy 7820), Professional Employees: Demotion and
108 Dismissal (policy 7930), Classified Personnel: Suspension and Dismissal (policy 7940)
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110 Adopted: April 18, 2016
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112 Revised: November 21, 2016; [DATE]