

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 EVAL-004. For teachers with  
34 three or more years of experience, the abbreviated evaluation process established in State Board  
35 Policy EVAL-004 satisfies the annual evaluation requirement; however, a teacher receiving an  
36 abbreviated evaluation may request that the evaluator conduct a formal observation. In addition,  
37 in any given year, the principal may elect to use the comprehensive or standard evaluation  
38 processes set forth in State Board Policy EVAL-004 or require additional formal or informal  
39 observations to evaluate a teacher with three or more years of experience. The principal also  
40 may supplement the State Board evaluation processes for other categories of licensed personnel  
41 by requiring additional observations or other evaluation measures. The annual evaluation of  
42 principals and assistant principals must include a mid-year review.  
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44 The evaluation system must incorporate the following directives.

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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 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.
  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~~ **may** be used in making employment decisions, including decisions related to **contract renewal (see policy 7410, Teacher Contracts, policy 7425, School Administrator Contracts, and policy 7950, Non-Career Status Teachers: Nonrenewal), reassignments or transfers (see policy 7440, Assignments/Reassignments/Transfers), professional and staff development (see policy 1610/7800, Professional and Staff Development), and suspension, demotion, and or dismissal of employees (see policy 7930, Professional Employees: Demotion and Dismissal and policy 7940, Classified Personnel: Suspension and Dismissal), and reduction in force (see policy 7920, Reduction in Force: Teachers and School Administrators).** Employment decisions may

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

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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.

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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.

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100 Legal References: G.S. 115C-47(18), -286.1, -325, -333, -333.1, -333.2; State Board of  
101 Education Policies EVAL-004 through -006, EVAL-022, EVAL-025 through -031

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103 Cross References: Professional and Staff Development (policy 1610/7800), **Teacher Contracts**  
104 **(policy 7410)**, School Administrator Contracts (policy 7425),  
105 **Assignments/Reassignments/Transfers (policy 7440)**, Plans for Growth and Improvement of  
106 Licensed Employees (policy 7811), Personnel Files (policy 7820), **Reduction in Force: Teachers**  
107 **and School Administrators (policy 7920)**, Professional Employees: Demotion and Dismissal  
108 (policy 7930), ~~Classified Personnel: Suspension and Dismissal (policy 7940)~~ **Non-Career Status**  
109 **Teachers: Nonrenewal (policy 7950)**

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111 Adopted: April 18, 2016

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113 Revised: November 21, 2016; March 5, 2018; **[DATE]**