

1 The [Transylvania County Board of Education \(the “board”\)](#) attaches a high priority to securing
2 the most competent personnel available and, once they are employed, in assisting them in their
3 growth and development throughout their careers. Evaluations of non-licensed employees’
4 performance must conform to the following board directives.
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- 6 1. Exemplary performance as well as deficiencies in performance should be clearly
7 identified.
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- 9 2. Supervisors and principals should facilitate open communication with employees about
10 performance expectations.
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- 12 3. An employee who is unclear about how performance is being assessed or desires
13 additional evaluation opportunities should address these issues with his or her immediate
14 supervisor.
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- 16 4. Evaluation data will be submitted to the central office personnel file in accordance with
17 state law and policy 7820, Personnel Files.
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- 19 5. Evaluation data may be used in making employment decisions, including transfers,
20 promotions, dismissals, and demotions of employees (policy 7940).
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- 22 6. The superintendent and all evaluators are encouraged to develop ways to recognize
23 exemplary employees and to capitalize on the abilities of exemplary employees in
24 helping other employees.
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26 The superintendent shall develop any other necessary procedures and shall provide training, as
27 necessary, to carry out these board directives.
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29 Legal References: G.S. 115C-47(18), -333.1
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31 Cross References: Personnel Files (policy 7820), Classified Personnel: Suspension and Dismissal
32 (policy 7940)
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34 Adopted:
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