

EVALUATION OF INSTRUCTIONAL STAFF

Code **GCOA** Issued **12/01**

Purpose: To establish the basic structure for the evaluation of the professional instructional staff in the center to ensure accountability.

The appropriate personnel will evaluate the performance of every instructional employee fairly and on a periodic basis in an effort to improve the quality of all work performance.

The director will enforce the rules, regulations and procedures necessary for conducting an efficient, effective program of employee performance evaluation.

The elements of the performance evaluation program are as follows.

- Every employee is informed of the criteria by which his/her performance is evaluated.
- Every employee has the right to be informed of his/her performance evaluation.

Assisting, Developing and Evaluating Professional Teaching (ADEPT) System

The center will use the ADEPT System to evaluate all certified teachers employed under induction, provisional, annual and continuing contracts. The center will base all evaluations on the ADEPT System Performance Dimensions.

The center will develop plans and procedures for teacher evaluation based on the following components of ADEPT.

Induction programs

The center will design or select induction programs to provide novice teachers with special guidance and assistance throughout their first school year. These programs must contain criteria and/or requirements necessary for teachers to complete the induction contract year

Team Based Evaluation and Assistance Model (TEAM)

Provisional contract

The center may employ teachers who have completed an induction contract year, but did not meet center criteria and requirements for success, under a one-year nonrenewable provisional contract. If the center is not using TEAM to conduct formal evaluations for teachers employed under a provisional contract, it must have state board approval of its locally designed evaluation process. The process must include components as outlined in state board regulations.

Annual contract

The center must use a valid and reliable process for formal evaluations of teachers employed on annual contracts to assess the extent to which teachers typically perform at levels required by state standards (ADEPT Performance Dimensions). If the center is not using TEAM to conduct formal evaluations, it must have state board approval of its locally designed process. The process must include components as outlined in state board regulations. The center must establish criteria or requirements to be met by teachers to successfully complete an annual contract year to include successful completion of the formal evaluation process.

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Continuing contract

The center will conduct formal or informal evaluations of teachers during their continuing contract years. The center will evaluate all continuing contract teachers at least once every three years. This evaluation may be formal or informal, but a formal evaluation must be conducted if there are concerns about a teacher's performance or if an employment decision needs to be made.

Teachers consistently performing according to ADEPT PDs should be evaluated informally. This evaluation can be goals-based (Goals Based Evaluation Programs, GBE). If the center is not using TEAM to conduct formal evaluations, it must have state board approval of its locally designed evaluation process. An informal evaluation process designed or selected by the center for use with continuing contract teachers must be approved by the state board.

The center must provide appropriate training for all personnel responsible for conducting the evaluation process.

The center must meet all reporting requirements as outlined in law and state board regulation.

Adopted 3/18/85; Revised 12/18/01

Legal references:

- A. S. C. Code, 1976, as amended:
 - 1. Section 59-26-10 through Section 59-26-40 - A system for the training, certification, initial employment, evaluation and continuous professional development of teachers.
- B. State Board of Education Regulations:
 - 1. R-43-205.1 - Assisting, Developing, and Evaluating Professional Teaching (ADEPT).