

## PROFESSIONAL EMPLOYEE EVALUATIONS

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### 1.0 General

West Virginia Board of Education Policy 5310, Section 3.2 contains the following provision:

“Each county board of education shall implement written administrative procedures related to the requirements of this policy subject to the approval of the State Board of Education, upon request.”

West Virginia Board of Education Policy 5310, Section 7.1 specifically provides:

County administrative procedures for conducting employee evaluations shall include: a) the identity of the immediate supervisor who conducts the observations and evaluations; b) the process to be used in improving an employee's performance based on the evaluation results.

### 2.0 Approval

The following administrative procedures were duly promulgated by the county superintendent and submitted to the West Virginia Board of Education for approval on February 17, 2014.

### 3.0 Identification of Immediate Supervisor

The Superintendent designates the following professional educators/school leaders to conduct observations, complete evaluations, and write and monitor Focused Support and Corrective Action Plans:

**3.1** The principal of each school is designated as the immediate supervisor of all professional personnel assigned to his or her school. School Principals are authorized to delegate the evaluation of professional functions of immediate supervisors to assistant principal(s) assigned to the school and to athletic directors assigned to the school. Such delegation shall be in writing and shall describe the scope and duration of the assignment. Professional personnel who are school based, but itinerant shall be assigned to a home school for purposes of the identification of an immediate supervisor, provided, however, immediate supervisors of itinerant professional employees shall collect performance input from other school locations served by the itinerant employee, as well as the Central Office Director assigned to oversee that area of expertise countywide .

**3.2** The Superintendent shall be designated as the immediate supervisor of all professional employees assigned to the central office or who provide services on a county-wide basis and of all school principals. The Superintendent is authorized to delegate the evaluation of professional personnel functions of immediate supervisors to

subordinate professional employees who supervise the work of other professional employees. Such delegation shall be in writing and shall describe the scope and duration of the assignment.

**4.0 Process to be used in improving an employee’s performance based upon evaluation results**

The process to be used for school leaders, teachers, counselors, professional support personnel and central office personnel shall include a meaningful articulation of evaluation results, in accordance with the evaluation procedures contained in West Virginia Board of Education Policy 5310 and the development of specific action steps that encourage continuous growth and improvement through personal reflection and goal setting. Personal reflection and goal setting shall be undertaken in accordance with the requirements of West Virginia Board of Education Policy 5310. Evaluators must verify that goals are rigorous, measurable, and comparable across classrooms (with respect to teacher goals). Evaluators may request goals be modified.

**5.0 Unsatisfactory Evaluations**

In the event evaluation results for school leaders, teachers, counselors, professional support personnel and central office personnel or athletic coaches reflect unsatisfactory performance, the remediation steps contain in West Virginia Board of Education Policy 5310 shall be observed in improving employee performance.

**6.0 Review Schedule**

This administrative regulation shall be reviewed in accordance with the Policy Review Schedule published by the Superintendent.

**Authority:** West Virginia Code §18A-2-12; West Virginia Board of Education Policy 5310