

PROFESSIONAL EMPLOYEE PERFORMANCE EVALUATIONS

1.0 Purpose – Board Responsibility

West Virginia Board of Education Policy 5310 requires county boards of education to implement written administrative procedures relating to the requirements of Policy 5310. Such administrative procedures must 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. These administrative procedures are intended to comply with statutory grievance procedures and other due process requirements. The Superintendent shall cause an orientation to be provided at the beginning of each employment period to all employees covered by these administrative procedures that is calculated to promote a full understanding of evaluation policies and procedures, including access to instruments and procedures. Immediate Supervisor shall afford reasonable opportunities for collaboration necessary for the implementation of the evaluation policy and procedures during the school day. All monitoring and observations by immediate supervisors shall be conducted openly. Employees who receive unsatisfactory evaluations shall be afforded with a fair and reasonable opportunity to correct deficiencies.

2.0 Review Schedule

The administrative procedures shall be reviewed in accordance with the Review Schedule published by the Superintendent.

AUTHORITY: WV Code §§18A-2-12; 18A-2-12a; WV Board of Education Policy 5310

ADOPTED: 09/24/13

REVISED: 04/15/14

See Administrative Regulations 4100.AR