

EVALUATION OF LICENSED PERSONNEL

The New Hanover County Board of Education believes that the primary purpose of evaluation is to improve the quality of educational services provided to students by each employee in the school system. The Board attaches a high priority to securing the most competent personnel available and in assisting them in their professional growth and development throughout their careers. An effective evaluation program that clearly describes an employee's performance is a critical aspect of professional growth and assistance. All licensed personnel, including, but not limited to, teachers, specialists, principals, supervisors, directors, executive directors, assistant superintendents, and the Superintendent shall be evaluated in accordance with the rules and regulations adopted by the State Board of Education and such administrative regulations as are developed and implemented by the Superintendent.

School administrators with responsibility for conducting evaluations shall comply with all state requirements in regard to the type and frequency of evaluation. School principals or designees shall evaluate all licensed employees in their schools and shall ensure that the evaluation of all classified employees is completed (Policy 6000). The Superintendent or designee shall evaluate principals. In the absence of uniform performance standards and criteria adopted by the State Board of Education pursuant to NCGS §115C-335, other school administrators shall be evaluated using standards and criteria established by the Superintendent. All licensed personnel must be evaluated at least annually using state-approved evaluation instruments in conformance with any processes established by the State Board of Education for that class of personnel. The annual evaluation of principals must include a mid-year review. The following directives shall guide the evaluation process:

Evaluators shall use supplementary means of assessing performance in addition to the prescribed 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, and plans of improvement;

Student performance and other student outcome data shall also be considered as a part of the evaluation of school administrators, teachers and other personnel, whether or not the assessment rubric for the class of employees under evaluation includes the collection of such data. Multiple means of assessing student performance must be used whenever possible. If only one (1) method of measurement of student performance is used, it must be a clearly valid tool for evaluating an employee's impact on student performance;

Peer observations of probationary teachers must be conducted as required by law, using the evaluation instrument and process established by the State Board of Education and must be considered by principals when evaluating teacher performance;

Supervisors and principals shall facilitate open communication with employees about performance expectations and any recommendations they may have for improvement or in recognizing success;

- If employees are unclear about how their performance is being assessed or if they desire additional evaluation opportunities, they should address these issues with their immediate supervisor;

Evaluators shall be held accountable for following the school system's evaluation system and all applicable state guidelines concerning the evaluation of employees;

Evaluation data shall be submitted to the Division of Human Resources in accordance with state law (Policy 6340);

- Evaluation data shall be used in making employment decisions, including decisions related to professional and staff development (Policy 6232).

Employment decisions may be recommended to the Board by the Superintendent regardless of whether evaluators have followed the evaluation system, so long as there is a legally sufficient basis for the recommendations.

Teachers, principals, and other licensed personnel shall be provided with a general description of their position duties and responsibilities. However, licensed employees may be assigned by the Superintendent or their immediate supervisor, additional or specific duties not contained in their general job descriptions. These additional or specific duties may be assigned orally or in writing. The performance of each employee's general, specific, or additional duties and responsibilities shall be evaluated in accordance with the standards and criteria referred to in this Policy.

In compliance with federal laws, New Hanover County Schools administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability or gender, except where exemption is appropriate and allowed by law.

LEGAL REFS: NCGS §115C-47(18), -286.1, -325, -333, 335; State Board of Education Policies TCP-C-004, -005

CROSS REFS: Policy 6110 Employment Status, Policy 6232 Staff Development Opportunities, Policy 6236 Employment of Teachers without Career Status, Policy 6340 Personnel File, Policy 6360 Improvement Plans for Licensed Employees

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