

**Administrative Procedures for Policy #6036 (Personnel)**  
**Regarding the Observation and Evaluation of Non-administrative Certificated Employees**

I. Definitions

- A. Evaluation – A written appraisal of professional performance for a school year based on written criteria and procedures
- B. Non-administrative certificated employees – Teachers and related service providers, including but not limited to guidance counselors, media specialists, speech language pathologists, occupational therapists, physical therapists, and audiologists
- C. Observation – A formal or informal assessment of a teacher’s performance in the classroom using criteria as described in the published Calvert County Public Schools (CCPS) Observation and Evaluation Procedures handbook

II. Rational

- A. CCPS recognizes the complexity and importance of teaching in a high-performing school system, one in which there is an emphasis on continuous improvement and shared accountability for student learning.
- B. CCPS operates on the premise that consistently good teaching is nurtured through constant feedback, analysis, and refinement of the quality of teaching.
- C. CCPS uses an observation and evaluation process, along with professional development, to:
  - 1. Ensure that all non-administrative certificated employees demonstrate competency
  - 2. Ensure that student learning and achievement is reflected in the teaching process
  - 3. Ensure a high level of employee performance through a focus on excellence, continual improvement, and professional development.

III. The Deputy Superintendent or designee will maintain and update (as needed) the CCPS Observation and Evaluation Procedures handbook which will, at a minimum, include the following:

- A. A clear set of skills with descriptors to define satisfactory performance
- B. A general schedule of the observation and evaluation process and a set of expectations for non-administrative certificated employees at various levels of certification and tenure with CCPS
- C. Procedures to be followed in the event that non-administrative certificated employee’s performance is unsatisfactory
- D. A list of resources related to enhancing or improving employee performance

- E. A timeline for completion of evaluations
  - F. Identified references to COMAR regulations and CCPS contract information related to the observation and evaluation process for non-administrative certificated employees
- IV. The Deputy Superintendent or designee will ensure that an electronic copy of the CCPS Observation and Evaluation Procedures handbook is available to all employees via the CCPS website.