

PERSONNEL

Evaluation: Licensed Personnel

A. Evaluation of Administrative/Supervisory Personnel other licensed Personnel

Among other criteria, principals, assistant principals, and supervisors will be evaluated and assessed on their skills and knowledge of student academic progress and school gains in student learning and effectiveness in addressing school safety and enforcing student discipline.

1. Orientation

The evaluation process and procedure will be reviewed with staff members annually.

2. ~~Schedule of Evaluation (Minimum Evaluation Cycle)~~ Probationary principals, assistant principals, and supervisors shall receive summative evaluations annually.

3. Continuing Contract principals, assistant principals, and supervisors:

a. Shall receive a summative (formal) evaluation at a minimum once every three years.

b. Shall be informally evaluated during non-summative years.

c. May request additional evaluations or may receive an evaluation even if during a non-summative year.

~~a. During the first three year of service in these positions, the employee will be evaluated annually.~~

~~b. Employees with three (3) or more years of experience in these positions within the school division will receive an evaluation every three years.~~

~~c. An individual may request additional evaluations.~~

~~d. Employees may receive an evaluation if on a continuing contract and it is not their year to be evaluated.~~

B. Evaluation of Teaching Personnel

Teaching personnel will be evaluated on the appropriate skills needed to accomplish the tasks assigned. Evaluations will address, among other things, student academic progress, instructional methodology, classroom management, and subject matter knowledge.

1. Orientation

The evaluation process and procedure will be reviewed with teachers annually.

2. ~~Schedule of Evaluation~~ Probationary Teachers (P1, P2, P3, PC) and Annual Contract Teachers

a. ~~First Year and Second Year Probationary and Annual Contract Teachers (P1, P2)~~ shall receive summative evaluations annually.

b. A teacher in their first year of probation (P1 or PC) shall receive an interim evaluation at least once during the first semester of the school year.

~~(1) By November 1—First observation completed.~~

~~(2) By January 15—Second observation completed.~~

~~(3) By the last day of the first semester—Interim Evaluation completed using the Teacher Evaluation Instrument. Submit to Department of Human Resources.~~

~~(4) By March 1—Summative Evaluation completed using the Teacher Evaluation Instrument. Submit to Department of Human Resources.~~

b. ~~Third year Probationary Teachers (P3) and Probationary to Continuing Contract Teachers (PC)~~

~~(1) By April 1—Observation completed.~~

(2) ~~Prior to last ten teacher workdays—Summative Evaluation completed using the Teacher Evaluation Instrument. Submit to Department of Human Resources.~~3. Continuing Contract Teachers

a. ~~Continuing Contract Teachers~~ will receive a summative (formal) evaluation at a minimum once every three years. ~~{Formative Year (F1), Formative Year (F2), Summative Year (SY)}~~They shall be informally evaluated during non-summative years.

b. Administrators may elect to provide a summative (formal) evaluation even if it is not during a summative year.

4. Teachers placed on probation

When a teacher is placed in a probationary status in accordance with Policy 4-18, they shall receive the following:

a. a minimum of one observation per month during the term of the probation;

b. an interim evaluation within three months of being placed on probation;

c. a summative evaluation at the end of the probation.

C. Evaluations that are less than proficient

1. Any continuing contract teacher, principal, assistant principal, or supervisor who receives a “Developing/needs improvement” or “unacceptable” summative evaluation shall receive another summative evaluation the following year.
2. When any performance standard on an evaluation warrants a rating of “unacceptable,” the employee must be placed on a Performance Improvement Plan (PIP). When performance warrants three or more ratings of “Developing/Needs Improvement,” the employee should normally be placed on a PIP.

D. Teacher Evaluation Timelines

The Department of Human Resources shall provide specific due dates for evaluations and observations to principals annually prior to the start of school.

- ~~(1) Formative Years 1 and 2 — By April 1 two written observations.~~
 - ~~(2) Summative Year — By April 1, one written formal observation and one written classroom observation.~~
 - ~~(3) Every third years by June 1 — Summative Evaluation completed using the Teacher Evaluation Instrument. Submit to Department of Human Resources.~~
- ~~a. — Extended Probationary Teachers: Fourth Year and Fifth Year Probationary Teachers (P4, P5)~~
- ~~(1) By November 1 — First observation completed.~~
 - ~~(2) By January 15 — Second observation completed.~~
 - ~~(3) By the last day of the first semester — Interim Evaluation completed using the Teacher Evaluation Instrument. Submit to Department of Human Resources.~~
 - ~~(4) By March 31 — Third observation completed.~~
 - ~~(5) By May 15 — Summative Evaluation completed using the Teacher Evaluation Instrument. Submit to Department of Human Resources.~~
- ~~b. — Special Probationary Teachers~~
- ~~(1) Within six weeks of beginning date of probation — one observation.~~
 - ~~(2) Withing one month following first observation — Interim Evaluation completed using the Teacher Evaluation Instrument. Submit to Department of Human Resources.~~
 - ~~(3) Within six teaching weeks of cumulative evaluation — second observation completed.~~
 - ~~(4) within six weeks after second observation — Summative Evaluation completed using the Teacher Evaluation Instrument. Submit to Department of Human Resources.~~
- ~~c. — Employees may receive an evaluation if on a continuing contract and it is not their year to be evaluated.~~

Legal Reference

Code of Virginia § 22.1-295, as amended. Employment of teachers.

Code of Virginia § 22.1-303, as amended. Probationary term of service for teachers.

Code of Virginia § 22.1-294, as amended. Probationary terms of service for principals, assistant principals, and supervisors; evaluation; reassigning principal, assistant principal, or supervisor to teaching position.

Virginia Board of Education Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers. Approved April 28, 2011, effective July 1, 2012.

Approved by Superintendent: July 16, 1991
Revised by Superintendent: January 18, 1994
Revised by Superintendent: February 23, 2005
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