

**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 –Employees requiring a certification or professional licensure who are included in the Negotiated Agreement between the Calvert County Board of Education and the Calvert Education Association
- 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 Chief Academic Officer 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 supports 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 Chief Academic Officer 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.