

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. 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.

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. Probationary Teachers (P1, P2, P3, PC) and Annual Contract Teachers
 - a. Probationary and Annual Contract Teachers shall receive summative evaluations annually.

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

3. Continuing Contract Teachers

- a. Continuing Contract Teachers will receive a summative (formal) evaluation at a minimum once every three years. 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 ~~they~~ teacher 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 an ~~an~~ "~~Developing/needs improvement~~ Approaching Effective" or "~~unacceptable~~ ineffective" summative evaluation shall receive another summative evaluation the following year.
2. When any performance standard on an evaluation warrants a rating of "~~unacceptable~~ ineffective," the employee must be placed on a Performance Improvement Plan (PIP). When performance warrants three or more ratings of "~~Developing/Needs Improvement~~ Approaching Effective," the employee should normally be placed on a PIP.

D. Performance Improvement Plans (PIPs)

A rating of "Ineffective" or "Approaching Effective" is not required in order for an employee to be placed on a PIP. A PIP is designed to support an employee in addressing areas of concern through targeted supervision and additional resources. It may be used at any point during the year for anyone whose professional practice would benefit from additional support.

1. When a licensed employee is placed on a PIP, the administrator should notify the person of the area(s) of concern that need(s) to be addressed. A performance evaluation can serve this purpose.
2. While the administrator may choose to ask for the individual's feedback regarding proposed supports, the PIP is developed by the administrator, and there is no requirement that the administrator involve the employee in its development.
3. A PIP review with the employee should occur within the timelines established by the administrator. At the end of a PIP, the options for a final recommendation include:
 - a. Sufficient improvement has been achieved; the individual is removed from the PIP;
 - b. Partial improvement has been achieved but more improvement is needed; the individual remains on the PIP; or
 - c. Little or no improvement has been achieved; the individual remains on the PIP. Note: Following the completion of the PIP, if a probationary licensed employee is rated "Ineffective" a second time, they will normally be recommended for dismissal or contract nonrenewal.

D.E. ~~Teacher~~ Evaluation Timelines

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

F. Grievability of Evaluations

Challenges and disputes relating to any components of an employee evaluation, including being placed on a Performance Improvement Plan or a requirement that an employee continue on such a plan, are not grievable.

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.

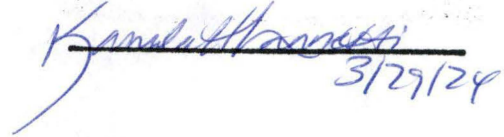
Virginia Board of Education Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers. Approved ~~April 28, 2011, effective July 1, 2012~~ March 18, 2021.

Approved by Superintendent: July 16, 1991
Revised by Superintendent: January 18, 1994
Revised by Superintendent: February 23, 2005
Revised by Superintendent: October 23, 2012
Revised by Superintendent: July 23, 2013
Revised by ~~the~~ Superintendent: October 29, 2020
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**APPROVED AS TO
LEGAL SUFFICIENCY**



Kamal Hossain
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