EVALUATION OF INSTRUCTIONAL STAFF

Code **GCOA** *Issued* **11/25**

The appropriate personnel will evaluate the performance of every instructional staff member fairly and on a periodic basis in an effort to improve the quality of all work performance.

The superintendent will enforce the rules, regulations, and procedures necessary for conducting an efficient, effective program of instructional staff performance evaluation.

The elements of the performance evaluation program are as follows:

- every staff member is informed of the criteria by which his/her performance is evaluated
- every staff member has the right to be informed of the results of his/her performance evaluation in writing
- every staff member has the right to respond to his/her evaluation in writing

Assisting, Developing, and Evaluating Professional Teaching (ADEPT) System

The district will use the ADEPT System to evaluate all certified teachers employed under induction, annual, and continuing contracts. The district will base all evaluations on the ADEPT performance standards in accordance with South Carolina Department of Education (SCDE) ADEPT implementation guidelines.

The district will develop plans and procedures for teacher evaluation based on the components of ADEPT found in administrative rule GCOA-R.

Teachers Employed from Out-of-State

Teachers employed from out-of-state who receive a South Carolina initial teaching certificate based on reciprocity and have less than one (1) year of teaching experience are eligible for employment under an induction contract. Teachers employed from out-of-state who receive a South Carolina initial teaching certificate based on reciprocity and have one (1) or more years of teaching experience are eligible for employment under an induction or annual contract, at the discretion of the school district.

Teachers employed from out-of-state who receive a South Carolina professional teaching certificate based on reciprocity are eligible for employment under an annual contract. At the annual-contract level, teachers may receive either a diagnostic-assistance year or a formal evaluation. Teachers must successfully complete the formal evaluation at the annual-contract level before they are eligible to receive a continuing contract.

Teachers who are employed from out-of-state or from a nonpublic-school setting and who are certified by the National Board for Professional Teaching Standards (NBPTS) are exempted from initial certification requirements and are eligible for continuing contract status.

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Teachers Employed from Another District

Teachers who completed an induction contract year in another district may be employed at the induction or annual contract level. The maximum induction period for a teacher is three (3) years, regardless of the district in which the teacher is employed.

Teachers Who Hold a Limited Professional Certificate

An educator who holds a valid South Carolina limited professional certificate is eligible for employment in a "regulated" public school at the annual contract level and may receive either a diagnostic-assistance year or a formal evaluation. Teachers must successfully complete the formal evaluation at the annual contract level before they are eligible to move from a limited professional certificate to a full professional certificate and to be employed under a continuing contract.

Teachers Employed under a Letter of Agreement

Teachers who are eligible for an induction or annual contract but who are hired on a date that would cause their period of employment to be less than one hundred and fifty-two (152) days during the school year may be employed under a letter of agreement. Teachers employed under a letter of agreement do not fall under ADEPT, but the district will ensure that these teachers receive appropriate assistance and supervision throughout the school year.

Teachers Who Do Not Have Sufficient Opportunity to Complete the ADEPT Process

A teacher who is employed under an induction, annual, or continuing contract and who is absent for more than 20 percent of the days in the district's SBE-approved annual evaluation cycle may, at the recommendation of the superintendent, have his/her ADEPT results reported to the SCDE as "Incomplete." Teachers with an "Incomplete" are eligible to repeat their contract level during the next year of employment.

Teachers Who Hold an International Teaching Certificate

Teachers from outside the United States who hold an international teaching certificate will follow the same sequences as traditionally prepared teachers in terms of the beginning contract levels (i.e. induction and annual) and ADEPT evaluation and assistance processes. However, teachers who hold an international teaching certificate will remain at the annual-contract level but may not be employed under a continuing contract.

Training and Reporting

The district must provide appropriate training for all personnel responsible for conducting the evaluation process. The district must meet all reporting requirements as outlined in law and regulation.

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Use of ADEPT Results to Inform Personnel Decisions

When possible, the district will use the multiple evidence sources from multiple years for making employment decisions as permitted by state law and regulation. ADEPT results are used to determine the number of induction contract years, eligibility for advancement to annual contract status, whether to issue the professional certificate and eligibility for continuing contract status, whether a teacher must have consecutive formal evaluations or a "highly consequential" formal evaluation, to inform professional development plans, to inform GBE objectives, and for other decisions within a district.

The district will award credit toward the renewal of a professional certificate for continuing contract teachers who successfully complete ADEPT evaluation and assistance processes.

Adopted 2/2/98, Revised 3/4/13, 11/9/20, 11/25

Legal References:

A. S.C. Code of Laws, 1976, as amended:
   1. Section 59-26-10, *et seq.* - A system for the training, certification, initial employment, evaluation, and continuous professional development of public educators.
   2. Section 59-26-85 - Teachers certified by the National Board for Professional Teaching Standards eligible for continuing contract status.

B. S.C. State Board of Education Regulations:
   1. R43-205.1 - Assisting, Developing, and Evaluating Professional Teaching (ADEPT).

C. S.C. State Board of Education Guidance:
   1. Expanded ADEPT Support and Evaluation System Guidelines for Classroom-Based Teachers (April 2018).