

AR GCO-R Evaluation of Professional-Administrative Staff

Issued ~~11/18~~ 00/21

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

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Every employee will be informed of the criteria by which his/her performance is evaluated, and every employee has the right to discuss his/her performance evaluation with his/her supervisor.

All appeals will follow the district policies and procedures governing the appeals process.

Training and Reporting

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

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Principals

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A principal is the chief administrative head or director of an elementary, middle, or secondary school or of a career and technology center, special education, or alternative school. Induction principals are those serving for the first time as building-level principals. These principals are considered probationary until they have completed the requirements of the Principal Induction Program (PIP) and have received an overall rating of proficient or higher on the Program for Assisting, Developing, and Evaluating Principal Performance (PADEPP) evaluation instrument.

The evaluation cycle will be consistent with the school year as defined by law. After induction, principals will be evaluated as outlined below. The appropriate executive director will evaluate the principals according to the PADEPP process.

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Principals with Tier 1 certification

First-year principal

A first-year principal will participate in the PIP. The superintendent or his/her designee will provide the first-year principal with written and oral feedback relative to each performance standard and criterion at mid-year and end-of-year conferences. The superintendent or his/her designee will observe, collect relevant data, consult with the principal on a regular and consistent basis, and provide the principal with an informal written evaluation. Each principal will be assigned a principal mentor.

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Second-year principal

Upon successful completion of both the PIP and a full evaluation on the PADEPP evaluation instrument, the principal will be eligible for Tier 2 principal certification. If the overall rating on the PADEPP evaluation instrument in any year immediately subsequent to the induction year of employment as a principal is below proficient, the principal will remain on Tier 1 certification until the South Carolina Department of Education receives verification from the district that the principal has achieved an overall rating of proficient or higher on the PADEPP.

Principals with Tier 2 certification

The superintendent or his/her designee will evaluate Tier 2 principals annually. A full evaluation using all PADEPP performance standards will be conducted at least every third year. The evaluation will address each of the PADEPP performance standards and accompanying criteria. The evaluations conducted in years between full evaluations will include the performance standards for instructional leadership, student growth, and all the performance standards rated the previous year as below proficient. Such evaluations will also include any additional performance standards identified in the principal's PDP. Full evaluations may be conducted each year as determined by the superintendent. The principal will receive feedback regarding his/her performance, at a minimum, at mid-year and end-of-year conferences.

Evaluation process

The evaluation of each principal will consist of both formative and summative phases.

The formative phase will begin with an initial review of the evaluation instrument by the evaluator with the principal. Regular conferences will be held to discuss the principal's progress and will include an analysis of the data collected during the year.

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The summative phase will provide for evaluative conclusions regarding the principal's performance based upon the data collected. Upon completion of the evaluation, the evaluator will meet with the principal to discuss the findings in terms of

each of the PADEPP performance standards as well as the overall results. The evaluator and principal will sign the form at the conclusion of the meeting with a copy given to the principal.

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After reviewing the overall results of the evaluation, the principal and evaluator will establish the principal's PDP on the basis of the identified strengths and weaknesses, as well as the school's renewal plan.

Each principal may respond in writing to his/her formal evaluation; however, the written response must be submitted to the evaluator within 10 working days of the summative conference.

For support personnel, the employer develops plan for the year which is approved by the evaluator at an initial conference. The employer and the evaluator will hold a mid-year conference to assess progress and a final evaluation to complete the evaluation.

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Teachers

~~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 State Board of Education ADEPT implementation guidelines.~~

~~The district will develop plans and procedures for teacher evaluation based on the components of ADEPT outlined below.~~

Induction Programs

~~The district will develop or adopt induction programs to provide teachers with comprehensive guidance and assistance throughout each induction year. These programs must contain criteria and/or requirements necessary for teachers to complete the induction contract year. No person may be employed as an induction teacher for more than three years. A teacher who is completing a third year of induction is eligible for employment at the annual contract level.~~

Annual Contract

~~The district must use a valid and reliable process for evaluating and assisting teachers employed under annual contracts in accordance with state regulations. Teachers employed under an annual contract must also complete an individualized professional growth plan established by the school or district in accordance with district strategic plans and school renewal plans.~~

~~The district must establish criteria or requirements for teachers to successfully complete the first annual contract year to include a formal performance evaluation or diagnostic assistance. An annual contract teacher who has demonstrated potential but who has not yet met the formal evaluation criteria and/or requirements set by the board is eligible for a diagnostic assistance year at the annual contract level. The district may provide this during the teacher's first annual contract year or during the annual contract year following the teacher's first unsuccessful formal evaluation. A teacher is eligible to receive only one diagnostic assistance year. A diagnostic assistance year must be followed by formal (summative) evaluation at the annual contract level during the teacher's next year of employment. During subsequent annual contract years, teachers must be evaluated or assisted in accordance with state regulations.~~

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~~Teachers may not be employed under an annual contract for more than four years.~~

Continuing Contract

~~Teachers employed under continuing contracts must be evaluated on a continuing basis. The district will decide whether the evaluation will be formal or informal (i.e., goals based). Continuing contract teachers who are being recommended for formal evaluation the following year must be notified in writing on or before the date the district issues the written offer of employment or reemployment.~~

~~The district will develop a plan in accordance with ADEPT implementation guidelines to continuously evaluate teachers who are employed under continuing contracts. At a minimum, the district ADEPT plans for these teachers must address formal and informal evaluations and individualized professional growth plans.~~

Teachers Employed from Out of State

~~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 Employed in Charter Schools

~~If a charter school operating within the district elects to implement the ADEPT system for evaluating teachers, it must do so in compliance with all provisions of law, state regulations, and implementation guidelines. In fulfilling these~~

~~requirements, the contract between the charter school and its sponsor must include an ADEPT provision. All certified teachers in the charter school must be assisted and evaluated consistent with the sponsor's approved ADEPT plan for induction, formal evaluation, and goals-based evaluation.~~

~~The charter school ADEPT provision must address the charter school's responsibilities for ensuring the fidelity of the implementation of the system and the sponsor's responsibility in terms of staff training and program implementation. The provision must be included in the sponsor's ADEPT plan and approved by the State Board of Education prior to implementation. The sponsor agrees to disseminate all ADEPT related information from the state department to the charter school and to report charter school teacher data as required.~~

Teachers Who Hold a Limited Professional Certificate

~~An educator who holds a valid South Carolina limited professional certificate is eligible for employment in a "non-regulated" educational entity 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 be employed under a continuing contract.~~

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Richland County School District One