

BOARD AGENDA ITEM

May 23, 2023

SUBJECT:

Revision of the following policy:

Policy GCOA Evaluation of Instructional Staff, Second Reading

BACKGROUND INFORMATION:

Policy GCOA Evaluation of Instructional Staff “establishes the basic structure for the evaluation of the professional instructional staff.” The date for recommendations for non-renewal was March 15 annually. Administration has revised the date to April 30 annually.

ADMINISTRATIVE CONSIDERATION:

Administration recommends the approval of Policy GCOA Evaluation of Instructional Staff, Second Reading.

RECOMMENDATION:

Approve the following policy:

Policy GCOA Evaluation of Instructional Staff, Second Reading

ATTACHMENTS:

Policy GCOA Evaluation of Instructional Staff

PREPARED BY:

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EVALUATION OF INSTRUCTIONAL STAFF

Code **GCOA** Issued **11/015/23**

Purpose: To establish the basic structure for the evaluation of the professional instructional staff in the district to ensure accountability.

The evaluation of teachers should be conducted on the basis of improving instruction. The quality of educational programs and the school environment which children experience depends upon the performance of the teaching personnel.

As teachers are the major contributors to children's education and growth, formal, planned evaluations of their performance are desirable and necessary. The following are goals of teacher evaluation.

- Provide a systematic process whereby each teacher may improve his/her competence and effectiveness to enhance student learning.
- Provide an opportunity for the administrative and supervisory staffs to assess the strengths and weaknesses of the individual staff member and to develop a plan of professional growth for the staff member.
- Build each teacher's self-confidence as a teacher through positively documenting the teacher's strengths and weaknesses.
- Provide input for administrative decisions (promotion, transfer, staff assignment, retention, probation and dismissal).
- Improve the instructional program, clarify teacher responsibilities and establish accountabilities.
- Provide a formal means for teacher participation in the evaluation process.

Aiken County Assisting, Developing and Evaluating Professional Teaching (ADEPT) system

Induction, annual and provisional teachers will be formally evaluated by using the district's state approved modified Assisting, Developing, and Evaluating Professional Teaching (ADEPT) System. There must be two evaluations completed no later than March 15 of each year and contract recommendation made at that time.

Continuing contract teachers will be evaluated informally (unless the teacher specifically requests a formal evaluation in writing to the principal by September 15) using the district's Goals Based Evaluation to be completed by March 15 each year. Continuing contract teachers will be evaluated formally using the Aiken County modified ADEPT System if they have demonstrated poor performance, if there is a concern about a teacher's performance or if an employment decision needs to be made. All continuing contract teachers being evaluated will be scheduled for two classroom observations. All procedures must be completed by March 15.

The principal or assistant principal will evaluate and certify in writing the teacher's performance in relation to compliance with the evaluation criteria. Any deficiencies requiring an explanation and recommendation for correction are to be included in the completion of the Teacher Performance Goals Sheet. The results of the evaluation will be given to the teacher in writing. In addition, outstanding performance should be noted and explained.

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Evaluation is an ongoing process and a formal evaluation at any time would be in order if deemed necessary by administration, principal or the teacher. Any teacher who is placed on probation or issued a contract with conditions will be evaluated at least annually until the conditions have been corrected.

When the performance of any teacher has been found to be in need of improvement, the principal will provide a plan for improvement including specific suggestions for improvement and a deadline for the improvement to have taken place. In cases where adequate improvement has not been demonstrated through evaluation by the deadline, a recommendation for dismissal or non-renewal may be made to the superintendent who is authorized to dismiss teachers for cause (subject to board review). All such recommendations for non-renewal are to be completed by ~~March 15~~ April 30 annually.

If not in agreement with an evaluation, the teacher may submit a letter explaining why he/she disagrees. This documentation must be attached to all copies of the evaluation. A teacher may request that an additional evaluation be conducted. When an additional evaluation is agreed upon by the teacher and principal, the associate superintendent, assistant superintendent or personnel from the district's division of instructional services may conduct the evaluation.

Adopted 11/9/71; Revised 6/10/75, 11/22/77, 8/28/79, 1/10/84, 2/26/85, 7/28/87, 9/13/88, 10/13/98, 11/27/01, 5/23/23

Legal references:

- A. S. C. Code, 1976, as amended:
 - 1. Section 59-26-10 through Section 59-26-40 - A system for the training, certification, initial employment, evaluation and continuous professional development of teachers.
- B. State Board of Education Regulations:
 - 1. R-43-205.1 - Assisting, Developing, and Evaluating Professional Teaching (ADEPT).