

Policy GCOA Evaluation of Instructional, Administrative and Instructional Support Staff

Issued 2/06

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

The appropriate personnel will evaluate the performance of every ~~instructional~~-employee fairly and on an annual ~~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 employee performance evaluation that meets district policy, and state and federal guidelines.

The elements of the performance evaluation program are as follows.

- Every employee is informed of the criteria by which his/her performance is evaluated before the evaluation process begins.
- Every employee has the right to be informed of the results of his/her performance evaluation orally and in writing.

Each year, the district's evaluation plan for certified personnel must be approved by the state department of education. Certified ~~teachers~~ personnel are evaluated based on their contract levels and other information using the following ~~formal and informal~~-evaluation instruments established by the state or district.

- the state ADEPT Induction summary report and Mentoring Program
- the state Team Based Evaluation and Assistance Model (TEAM) ADEPT formal evaluation program
- ~~TEAM~~ the state ADEPT formal evaluation for special areas (media specialists, guidance counselors and speech/language therapist)
- the state ADEPT Goal-Based Evaluation-Revised (GBE-R)
- ~~Instructional~~ the district Support Personnel Evaluation Instrument (ISPE)
- the state Program for Assisting, Developing and Evaluating Principal Performance (PADEEPP)

School and district level support personnel and classified personnel will be evaluated annually according to district guidelines and using the district instrument for their respective categories of positions.

Adopted 5/23/00; Revised 2/28/06

Legal references:

S.C. Code, 1976, as amended:

Section 59-26-10 through Section 59-26-40 - A system for the training, certification, initial employment, evaluation and continuous professional development of public educators.

State Board of Education Regulations:

R-43-205.1 - Assisting, Developing, and Evaluating Professional Teaching (ADEPT).

State Board of Education:

Guidelines for Implementation of ADEPT.

Richland County School District One

AR GCOA-R Evaluation of Instructional Staff

Issued 6/01

Richland County School District One employees are formally evaluated at least once every three years each year. Four evaluation systems are used with four different groups of employees. They are: 1) The South Carolina System for Assisting, Developing and Evaluating Professional Teaching (ADEPT) used with instructional personnel teachers; 2) The District's Instructional Support Personnel Evaluation System used with district and school-level instructional support personnel; 3) The District's Classified Personnel Officer-Evaluation System used with the district and school-level classified personnel; and 4) The Principal Evaluation System used with principals. The South Carolina Program for Assisting, Developing and Evaluating Principal Performance (PADEPP).

Instructional Personnel The South Carolina System for Assisting, Developing and Evaluating Professional Teaching (ADEPT)

Instructional personnel, who are hired late and spend less than 152 days on the job, are hired on a letter of agreement and their principal or immediate supervisor will complete a Personnel Hired for Less than 152 Days Summary Report by the last working day of February and by the middle of June date established by the district and published on the annual district evaluation calendar.

Instructional personnel with less than a year of experience in a public school in the United States are hired under an Induction contract. Induction contract personnel are provided an orientation before reporting to his/her assigned site assigned a mentor; are assigned a three a two-person assistance team; and participate in the year long Induction and Mentoring Program. Induction contract employees will receive a Feedback Report from his/her Assistance Team before the winter break and another one by the middle of February date established by the district and published on the annual district evaluation calendar. The principal or immediate supervisor will complete the Induction Contract Personnel Summary Report by the end of February date established by the district and published on the annual district evaluation calendar.

Instructional personnel who have not successfully completed the Induction contract and instructional personnel who request, because of unusual circumstances such as an out-of-state employee who wants to become acquainted with the ADEPT system before undergoing a formal evaluation with TEAM, are hired under a Provisional contract. Provisional contract personnel are provided a two person assistance team and will receive a Feedback Report based on the 10 Performance Dimensions of ADEPT from his/her assistance team before the winter break and another one by the middle of February. The principal or immediate supervisor will verify that the Provisional contract person has completed the professional growth plan, if the employee had one, and will complete the Provisional Contract Personnel Summary Report by the end of February.

Instructional personnel who have successfully completed his/her an Induction contract year and out-of-state personnel, who have one or more years of successful experience in a public school in the United States, are hired under an Annual 1 contract. A two-or three-person evaluation team using the formal evaluation TEAM component of ADEPT will formally evaluate a Annual 1 contract personnel. The evaluation team will complete a Preliminary Evaluation Packet before the winter break and a Final Evaluation Packet by the end of February the district's spring evaluation cycle. The principal or immediate supervisor will determine if the a Annual 1 contract person will be recommended for an second a Annual information contract or for a continuing contract by the end of February date established by the district and published on the annual district evaluation calendar.

Instructional personnel who have not successfully completed his/her an a Annual 1 contract year can be hired under an an second a Annual 2 Diagnostic Assistance contract. Second a Annual 2 Diagnostic Assistance contract personnel will be evaluated again by a three-person evaluation team using the TEAM component of ADEPT have a Professional Growth and Development Plan and will work with the principal or the principal's designee to improve performance. The principal or the immediate supervisor

will determine if the ~~second~~ Annual 2 Diagnostic Assistance contract person will be recommended for an Annual 3 continuing contract by the end of ~~February~~ of the district's spring evaluation cycle. Three-person evaluation teams using the formal evaluation component of ADEPT will formally evaluate Annual 3 contract personnel. The evaluation team will complete a Preliminary Evaluation Packet before the winter break and a Final Evaluation Packet by the date established by the district and published on the annual district evaluation calendar. The principal or immediate supervisor will determine if the Annual 3 contract person will be recommended for an Annual informal contract by the date established by the district and published on the annual district evaluation calendar. If an Annual 3 teacher is not successful on the formal evaluation component of ADEPT, the teacher's results will be reported to the state and the individual's teaching certificate will be suspended, per State Department of Education regulations.

~~Instructional personnel who have successfully completed the annual or second annual contract year and personnel who possessed a continuing contract in a public school district in South Carolina are hired under a continuing contract.~~ Continuing contract personnel who have successfully completed the formal evaluation by a three-person evaluation team using the ~~TEAM~~ formal evaluation component of ADEPT will be evaluated by the Goal Based Evaluation-Revised (GBE-R) process of ADEPT. The principal or the immediate supervisor will determine if a continuing contract person will be evaluated with the ~~informal~~ Research and Development GBE, Competence-Building GBE or with the ADEPT formal TEAM evaluation component based on documented evidence shared with the teacher. ~~by the end of May~~ If a continuing contract employee is to be placed on formal evaluation, he/she must be notified in writing by April 15 of the school of the year before being placed on formal evaluation preceding the formal evaluation year.

Support Personnel Evaluation

School and district level ~~instructional~~ support personnel such as assistant principals, guidance counselors, information technology specialists, consultants, coordinators, directors and ~~senior associates~~ executive directors will be evaluated by the principal or immediate supervisor using the district's ~~instructional support personnel evaluation system~~ instrument. The ~~instructional~~ support person develops a plan for the year which is approved by the evaluator at an initial conference. The employee and the evaluator will hold a mid-year conference to assess progress and a final evaluation conference to complete the evaluation.

Classified Personnel

Classified personnel will be evaluated by ~~his/her~~ their principal or immediate supervisor according to the guidelines found in the district's classified personnel evaluation system.

Principals

~~The Area Superintendents~~ appropriate executive directors evaluate the principals according to the ~~Principal's Evaluation System~~ The South Carolina Program for Assisting, Developing and Evaluating Principal Performance (PADEPP) process.

Issued 6/01

Richland County School District One