

GILMER COUNTY SCHOOLS

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GILMER COUNTY SCHOOLS
POLICY MANUAL

POLICY #4117.1

TITLE: Appraisal Procedure: Substitute Teachers

SECTION 1. Administrative Procedures for Evaluation of Substitute Teachers

TRAINING: All supervisors shall receive training in conducting observations and conferences, completing evaluations, and writing and monitoring improvement plans. Each evaluator shall be trained in management and evaluation skills. Gilmer County Schools will require all supervisors responsible for conducting professional personnel evaluations to attend training provided by The West Virginia Center for Professional Development, or equivalent prior to performing employee observations and evaluations.

ORIENTATION: To assure that all employees have a full understanding of the purposes, instruments and procedures used in evaluating the performance of employees, each employee shall be provided a copy of the instruments and procedures.

PRINCIPLES OF OPERATION:

A. Evaluation Assignments

SUBSTITUTE TEACHERS: Performance will be appraised by building principals.

B. Time Frames

Substitute Teachers will receive at least one written evaluation upon serving in the same position for a period of thirty or more days. Principals may choose to observe and evaluate substitute teachers for service periods less than thirty days.

C. Procedures for sharing results

Principals will invite substitute teachers to conference within 10 working days of the completion of the written evaluation. Substitute teachers may attach written comments to their evaluation. Substitute teachers will be expected to sign evaluations - such signature indicating only that the evaluation results were shared with the employee.

D. Improvement Plan

An Improvement Plan shall be developed by the supervisor and employee when an employee's performance is unsatisfactory in an area of responsibility. The improvement plan shall designate how the employee shall meet standards. The improvement plan shall:

- a) identify the deficiency(ies),
- b) specify the corrective action to remediate the deficiencies,
- c) contain the time frame for monitoring and deadlines for meeting standards, but in no case shall an improvement plan be for more than a semester in length, and
- d) describe the resources and assistance available to assist in correcting the deficiency(ies). After an employee has successfully corrected deficiencies, the employee must continue to show growth.

E. Observation Procedures

All monitoring or observation of the employee shall be conducted openly.

F. Opportunity to correct

An employee whose performance evaluation is rated unsatisfactory shall be given an opportunity to correct the deficiencies.

G. Due Process/Grievance Procedures

Each county school district's administrative procedures shall be implemented in conformity with current grievance and other due process requirements.

H. Job Descriptions

County job descriptions for substitute teachers shall be considered the same as for regular classroom teachers and will include state-adopted job responsibilities.

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SECTION 2. Rating Structure for Substitute Teachers

The four performance rating categories on the personnel evaluation form for employees are a) exemplary satisfactory, b) exceeds standards, c) meets standards, and d) unsatisfactory. The scale for assessing the performance criteria is as follows:

Exemplary: Performance consistently demonstrates expertise and mastery of performance criteria and/or recognition at the state and/or national levels, leadership in staff development through presentations at the state and/or national levels and/or development and implementation of innovative instructional programs.

Exceeds Standards: Performance consistently demonstrates expertise and mastery of performance criteria and/or evidence of any of the following: recognition at the school, county, and/or regional levels, leadership in staff development through presentations at the school, county and/or regional levels and/or implementation of innovative instructional programs.

Meets Standards: Performance is consistently adequate in meeting performance standards.

Unsatisfactory - Performance is not consistently acceptable in meeting performance criteria.

SECTION 3. Evaluation Criteria for Substitute Teachers

Refer to WVDE Policy 5310 Observation and Evaluation Forms