

TITLE: Appraisal Procedure: Professional Personnel

State Board of Education Ref: (18A-2-12), (State Policy 5310)
The definitions, rules, procedures, and timelines of WVDE
Policy 5310 (adopted 7/99) are herewith included in Gilmer
County Schools Policy 4117

**SECTION 1. Administrative Procedures for Evaluation of
Professional Personnel**

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 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, a meeting
for such purposes shall be convened for all employees at the
beginning of the employment period. Each employee shall be
provided a copy of the instruments and procedures.

PRINCIPLES OF OPERATION:

A. Evaluation Assignments

SUPERINTENDENT: Performance will be appraised by the members
of the county board of education.

COUNTY STAFF: Performance will be appraised by the
Superintendent.

PRINCIPALS: Performance will be appraised by the
Superintendent.

FEDERAL PROGRAMS STAFF: Performance will be appraised by
Superintendent.

TEACHERS: Performance will be appraised by building principal.

COACHES: Performance will be evaluated by the Athletic
Director and/or Principals

B. Time Frames

Gilmer County Schools adopts the timeframes provided in WVDE Policy 5310.

C. Procedures for sharing results

Gilmer County Schools adopts the procedures for sharing results provided in WVDE Policy 5310.

D. Improvement Plan and Improvement Team Procedures

Gilmer County Schools adopts the procedures for development of Improvement Plans and selection of Improvement Teams as provided in WVDE Policy 5310

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 shall be established for each position and include state-adopted job responsibilities.

SECTION 2. Rating Structure for all Personnel

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 and Procedures for Professional Personnel

Refer to sections 9 through sections 26 of WVDE Policy 5310 which follows.