



Book	Policy Manual
Section	3000 Professional Staff
Title	STAFF EVALUATION
Code	po3220
Status	Active
Adopted	March 14, 2013
Last Revised	December 17, 2019

3220 - **STAFF EVALUATION**

The Board of Education, through the powers derived from the West Virginia Code, is responsible for the employment and discharge of all personnel. To carry out this responsibility, it delegates to the Superintendent the function of establishing and implementing a program of personnel assessment for all professional personnel.

In order to satisfy the requirements of West Virginia Board of Education policy 5310, Performance Evaluation of School Personnel, the Board adopts West Virginia Board of Education policy 5310 and is incorporated by reference into this policy.

Purpose:

This evaluation policy has five (5) major purposes:

- A. to promote professional growth and development that advances student learning in schools;
- B. to define and promote high standards for professional personnel and their performance;
- C. to provide data that indicates the effectiveness of professional personnel as one (1) basis for sound personnel decisions;
- D. to provide data for educator preparation programs to identify areas of need and guide program improvement; and
- E. to establish District and school evaluation data that serve as a basis for professional development that specifically targets the area(s) identified for professional growth.

Training:

All evaluators shall be trained in management and evaluation skills in the current system. The West Virginia Board of Education shall provide education and training in evaluation skills to administrative personnel who will conduct evaluations.

Principles of Operation:

- A. **Board Responsibility.** West Virginia Board of Education policy 5310 requires county boards of education to implement written administrative guidelines relating to the requirements of West Virginia Board of Education policy 5310. Such administrative procedures must include: 1) the identity of the immediate supervisor who conducts the observations and evaluations, and 2) the process to be used in improving an employee's performance based on the evaluation results. These administrative procedures are intended to comply with statutory grievance procedures and other due process requirements.
- B. **Professional Staff Training.** The Superintendent shall cause an orientation to be provided at the beginning of each employment period to all professional employees covered by these administrative procedures. This orientation shall be reasonably designed to promote a full understanding of evaluation policies and procedures, including providing employees with access to evaluation instruments and these procedures.

5. adhere to the master schedule and/or amendments thereto as much as is practicable;

No master schedule or amendments to a master schedule may deviate in any way from the deadlines contained in West Virginia Board of Education policy 5310 as these are final deadlines.

H. Grievance Procedure and Due Process. The performance evaluation procedure shall not be implemented in a manner that conflicts with the requirements of grievance procedure for public employees or the due process rights of school employees.

I. West Virginia Board of Education Review. These administrative procedures shall be reviewed by the West Virginia Board of Education upon request.

J. Review Schedule. These administrative procedures shall be reviewed in accordance with the Review Schedule published by the Superintendent.

Nothing in this policy shall supersede the provisions of State law.

Revised 11/10/14

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WV Code 18A-2-12, 18A-2-12a

West Virginia State Board of Education policy 5310