

SUPERVISION OF THE EVALUATION PROCESS

The Superintendent shall supervise the establishment of a cooperatively developed procedure for adequate and periodic appraisal of the work of each employee and shall maintain suitable records of such evaluations. The evaluation procedure shall allow for personnel evaluation appropriate to tasks performed by those being evaluated. The Board of Education Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Administrators and Superintendents should be consulted during the development of the evaluation procedures.

Principals, Assistant Principals, and Supervisors

The School Board shall establish, for use by the Superintendent, criteria for the performance evaluation of principals, assistant principals and supervisors. Such criteria shall include (1) an assessment of the administrator's skills and knowledge, (2) student academic progress and school gains in student learning, and (3) effectiveness in addressing school safety and enforcing student discipline. The evaluation procedure for principals, assistant principals and supervisors shall include the criteria established by the School Board.

Instructional Personnel

The School Board shall develop a procedure, for use by the Superintendent and other administrators, for evaluating instructional personnel. Such procedure shall address (1) student academic progress and (2) the skills and knowledge of such personnel, including instructional methodology, classroom management and subject matter knowledge.

Employment Recommendations

The evaluation process shall be considered when making employment recommendations to the School Board pursuant to Section 22.1-293 or 22.1-294 of the Code of Virginia.

Adopted:	July 1, 1993
Amended:	December 8, 1997; October 11, 1999; November 30, 2000
Reviewed:	July 8, 2004

Legal Ref.:	Code of Virginia, 1950, as amended, Sections 22.1-293, 22.1-294, 22.1-295, Board of Education Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Administrators, and Superintendents (January, 2000)
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Cross Ref.:	GCN, <i>Evaluation of Professional Staff</i>
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