

BOARD PROCEDURE

Descriptive Code: GBI

EVALUATIONS

Date: July 10, 2007

SUPERINTENDENT OF SCHOOLS

On an annual basis, the Superintendent of Schools will schedule a time for the board members to meet and complete the approved superintendent performance evaluation instrument.

ADMINISTRATIVE PERSONNEL

All administrative personnel **new to the Columbia County School System** who are certified are required to be evaluated using the state model evaluation program, the Georgia Leadership Evaluation Instrument (GLEI). **Veteran administrators familiar with the school system instructional program and guiding principles will be evaluated using the Columbia County School Administrator Appraisal process.** Administrators who are not certified shall be evaluated using the locally developed Administrative/Supervisory Evaluation form and process. The Superintendent of Schools will annually evaluate the performance of the Deputy Superintendent and **department heads reporting directly to him, and** will designate the staff member responsible for evaluating all district department heads and school leadership personnel. District administrators who serve as department heads will evaluate the performance of all administrators under their supervision. School principals will evaluate the performance of assistant principals. All leadership personnel will annually develop and implement a professional growth plan.

All administrative evaluations must be completed no later than April 1 as required by the A Plus Education Reform Act of 2000. Also required by the A Plus Education Reform Act of 2000, the administrator responsible for conducting the annual evaluation shall complete a personnel payroll change form to withhold a salary step increase on any administrator who receives an unsatisfactory annual evaluation. This payroll change form must be sent to the **Human Resources** Department no later than June 1.

Administrative personnel who wish to pursue alleged violations of **evaluation** procedures shall follow the established guidelines outlined below. These guidelines are predicated on the belief that concerns about employee performance are best resolved between the evaluator and evaluatee. Resolving concerns at this level before formal complaints are filed enhances and supports a positive working relationship between the evaluator and evaluatee.

Disagreements over the content of evaluations are not appealable, only whether or not required procedures have been followed. Administrative personnel who wish to pursue a formal complaint alleging procedural violation in the **evaluation** process must adhere to these guidelines.

1. The employee shall notify the Associate Superintendent of Schools of the request for a review of the **evaluation** procedures. The request for review **MUST BE** submitted in writing to the Associate Superintendent within ten working days of receiving the annual evaluation summary report and **MUST** include a detailed accounting of the reasons for the complaint to specifically identify the procedures

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believed to be in violation. All supporting documents should be attached. In cases where the Associate Superintendent is also the immediate supervisor and evaluator, the Superintendent of Schools shall be contacted to pursue the complaint.

2. The Associate Superintendent will direct the employee to take the letter of request for review to the evaluator in question to thoroughly discuss the concerns, to share interpretations, and to attempt to resolve the complaint through mutual understanding and agreement.
3. Following the evaluator/evaluatee conference, the evaluatee may either retract the complaint in writing or notify the Associate Superintendent of the desire to pursue the complaint. If the employee withdraws the complaint in writing, the letter will be accepted. If the employee decides to pursue the complaint, a revised letter of specific procedural violations must be submitted if changes were made as a result of the evaluator/evaluator conference. This letter must be filed with the Associate Superintendent NO later than 15 working days from receipt of the annual evaluation summary report.
4. If the request for review is pursued, the Associate Superintendent shall schedule a conference to determine the facts and discuss the interpretation of each party related to the alleged violations in procedure.
5. Within 20 working days from the date of the initial letter of complaint requesting the review, the Associate Superintendent shall provide a written decision to the employee. By state guidelines, local decisions shall not be appeal able to the Georgia Board of Education.

PROFESSIONAL PERSONNEL

As required by the A Plus Education Reform Act of 2000, all professional personnel evaluations must be completed no later than April 1 of each year. The principal or supervisor responsible for completing the annual evaluation shall complete a personnel payroll change form and send to the **Human Resources** Department by June 1 to withhold a salary step increase for any professional employee who receives an unsatisfactory annual evaluation.

The principal/supervisor will annually evaluate the performance of professionally certified personnel under his or her supervision. The following procedures will apply:

1. Each employee will be provided a copy of his/her job description at the beginning of the school year and performance expectations will be determined and discussed.
2. Evaluation will be based on the standards and guidelines as required in the state model evaluation program **or the Columbia County locally developed Teacher Appraisal process as outlined below:**
 - a. Teachers **new to Columbia County School System** - Georgia Teacher Evaluation Program (GTEP) as modified in this procedure and by the A Plus Education Reform Act of 2000 which mandates a component for evaluating teachers based on student achievement results.

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- b. Teachers with at least three years of experience who have worked in Columbia County for one or more years – Columbia County Teacher Appraisal process.**
 - c. School Counselor - Georgia School Counselor Evaluation Program (GSCEP)
 - d. Media Specialist - Georgia Media Specialist Evaluation Program (GMSEP)(see next page)
 - e. Speech Therapists - Georgia Speech-Language Pathologist Evaluation Program (GSLPEP) as modified by this procedure
 - f. School Psychologists - Georgia School Psychologist Evaluation Program (GSPEP)
 - g. School Social Worker/Visiting Teacher - Georgia School Social Worker Evaluation Program (GSSWEP)
 - h. Occupational Therapist – Occupational Therapist Evaluation Program**
 - i. Physical Therapist – Physical Therapist Evaluation Program**
3. The principal is responsible for conducting the required observations for each professional employee and documenting and remediating deficiencies which may be identified.
 4. The principal is responsible for completing the annual summative evaluation and required professional development plans for each employee assigned to the school. The Director of Special Services will assist in evaluating special education teachers or speech therapists based on need and request by the principal.
 5. The **Assistant Superintendent of Student Learning** is responsible for completing all evaluation requirements for school psychologists.
 6. **The Assistant Superintendent of Student Support is responsible for completing all evaluation requirements for school social workers.**
 7. All professional personnel will annually develop and implement a professional growth plan. Any teacher who removes more than two students from class in any school year under O.C.G.A. 20-2-738, and has the student returned by a placement review committee may be required to complete professional development to improve classroom management skills.

GEORGIA TEACHER EVALUATION PROGRAM LOCALLY APPROVED MODIFICATION

Though no longer mandated for use by the Georgia Board of Education, the Georgia Teacher Evaluation Program (GTEP), which was developed under state authority to be both valid and reliable for the assessment of teacher performance, will continue to be the process used by administrators in the Columbia County School System to annually evaluate teachers **new to the school system**. The following modification in the state program is locally approved to allow more flexibility to local principals in determining whether a teacher should be in the standard or formative evaluation cycle.

1. The GTEP guidelines as modified to determine teachers who must be evaluated using the standard evaluation process include:

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(1) **Beginning Teachers**

Shall be evaluated using the standard evaluation process for three years. After three satisfactory years, **will be evaluated using the Columbia County Teacher Appraisal process.**

(2) **Newly Hired Teachers With One Year of Experience**

Shall be evaluated using the standard evaluation process for two years. After two satisfactory years, will be evaluated using the Columbia County Teacher Appraisal process.

(3) **Newly Hired Teachers With Two or More Years of Experience**

Shall be evaluated using the standard evaluation process for one year. After one satisfactory year, may **be evaluated using the Columbia County Teacher Appraisal process** at discretion of principal.

(4) **Any Teacher (beginning, newly hired or veteran teacher) Changing Fields Working Under an In-field Provisional or Probationary Certificate (either BT or PAT)**

Shall be evaluated using the standard evaluation process each year until the certificate is upgraded to a professional infield certificate and all ratings are satisfactory. Note that beginning teachers must adhere to (1) on the previous page guidelines if a professional certificate is received before the third year and newly hired teachers must adhere to (2) or (3) as appropriate, if the professional certificate is received earlier than the required timeline.

(5) **Any Teacher** may be assigned to the **GTEP** standard evaluation process during any year for any reason at the school principal's discretion.

2. Teachers who are not required to be evaluated using the **GTEP** standard evaluation process as defined above **shall** be evaluated using the **Columbia County Teacher Appraisal process.**

In compliance with requirements of the A Plus Education Reform Act of 2000, teachers shall be evaluated using the student achievement component based on standardized and other assessments of student gains during the year. This student achievement evaluation will be used to establish professional growth plans and will become an addendum to the annual evaluation of the teacher for the year.

TEACHERS-Requirements For Evaluating Teachers Employed Less Than 190 Days

1. Teachers employed between the first work day and November 30 shall be evaluated using the complete GTEP with three observations as a minimum.
2. Teachers employed between December 1 and March 7 shall be evaluated using the GTEP with two required observations as a minimum.

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Using the two GTOI Standard Observation forms to convert to the Annual Evaluation Summary Report form, use the following guidelines:

- a. If the total number of NIs received on the two observations is less than four, then the GTOI rating is satisfactory.
 - b. If the total number of NIs received on the two observations is four or more, then the GTEP should be implemented in full according to state guidelines.
3. Teachers employed after March 7 shall be evaluated using the GTEP with a minimum of one required observation.

Using the one GTOI Standard Observation form to convert to the Annual Evaluation Summary Report form, use the following guidelines:

- a. If the total number of NIs received on the one observation is less than two, then the GTOI rating is satisfactory.
- b. If the total number of NIs received on the one observation is two or more, then a second observation shall be conducted. If the total number of NIs on the two observations is less than four, then the GTOI rating is satisfactory. If the number of NIs is four or more, then the GTEP shall be implemented in full according to state guidelines.

SPEECH THERAPIST EVALUATION LOCALLY APPROVED MODIFICATION

The Columbia County School System will utilize the GSLPEP program as written for all speech/language pathologists. Using the GSLPEP instrument as specified by the Georgia Department of Education manual, the annual evaluation procedures for speech therapists for the first three years of employment will include:

1. three observations of therapy,
2. one observation of a staffing,
3. review of four student records, and
4. GDRI.

After three years of successful performance, rated on the GSLPEP as specified by the Georgia Department of Education, the evaluation procedure will be modified to require only:

1. one observation of therapy,
2. review of four student records, and
3. GDRI.

AUXILIARY SUPPORT PERSONNEL

As required by the A Plus Education Reform Act of 2000, the principal or department head who is responsible for completing the annual evaluation shall complete a personnel payroll change form and send to the **Human Resources** Department by June 1 to withhold a salary step increase for any auxiliary employee who receives an unsatisfactory annual evaluation.

1. Secretarial/Clerical: The principal or department head will annually evaluate the performance of all secretarial/clerical employees under his or her supervision.
2. Paraprofessionals: The principal will annually evaluate the performance of all paraprofessionals under his or her supervision.
3. Custodians: The principal or department head will annually evaluate the performance of all custodians under his or her supervision.
4. **School Nutrition Managers and Assistants:** The principal will annually evaluate the performance of the school nutrition managers and school nutrition **assistants with input from the manager.**
5. School Safety Personnel: The **Director of School Safety** will annually evaluate the performance of the **school safety officers with input from the principals of the schools served. The Assistant Superintendent of Student Support will annually evaluate the performance of the Director of School Safety.**
6. Business Department Personnel: The Controller will annually evaluate the performance of the Assistant Controller, all accountants and other employees assigned in the Business Department.
7. Buildings and Grounds Personnel: The Director of **Facilities, Maintenance and Operations** will annually evaluate the performance of all **department** staff members and itinerant custodians. **The Facilities, Maintenance and Operations Department will designate one principal to complete the evaluation for all technicians reporting to or assigned to the school and will provide input into the evaluation to the designated principal.**
8. Transportation Department Personnel: The Director of Transportation will annually evaluate the performance of all bus drivers, bus assistants and aides, bus monitors, mechanics and other personnel assigned to the Transportation Department.
9. **Technology Support Specialists:** **The principal will annually evaluate the performance of the Technology Support Specialist assigned to the school with input from the Director of Technology.**
10. **School Nurse Personnel:** **The Assistant Superintendent of Student Support will annually evaluate the performance of the Head School Nurse. The home-school principal will evaluate the school nurse with input from the principals from other schools served.**

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9. Other Departments: The department head will annually evaluate all auxiliary personnel assigned to the department.

ADOPTED: 01/08/85

REVISED: 05/10/88, 09/11/90, 10/27/92, 07/01/94, 10/11/94, 08/08/95, 8/7/00, 1/17/06, 1/30/06

Columbia County Board of Education