

As required by the Georgia Quality Basic Education Act (O.C.G.A., 20-2-210), all personnel employed by the Columbia County Board of Education shall have their performances evaluated annually by appropriately trained evaluators. The A Plus Education Reform Act of 2000 mandates the Superintendent of Schools to require evaluators to complete the annual evaluation for each certificated person prior to April 1 of each year. Certificated professional personnel who have deficiencies and other needs shall have professional development plans designed to remediate such deficiencies and other needs as may have been identified during the evaluation process. Auxiliary support personnel shall receive counseling and notification to remediate concerns regarding performance.

The Board of Education will annually evaluate the performance of the Superintendent of Schools using the approved Georgia School Boards Association instrument and procedures (Georgia Superintendent's Evaluation Instrument).

Professional personnel will be evaluated using the Georgia Department of Education model instruments and procedures or locally developed instruments and procedures. All personnel required to hold a teaching (T) certificate shall be evaluated using the Georgia Teacher Evaluation Program (GTEP) as modified in Procedure GBI **or the locally developed Columbia County Teacher Appraisal process**, both of which include as a minimum the following components for evaluating teachers as required by the A Plus Education Reform Act of 2000:

1. The role of the teacher in meeting the school's student achievement goals, including the academic gains of the students assigned to the teacher;
2. Observations of the teacher by the principal and assistant principals during the delivery of instruction and at other times as appropriate;
3. Participation in professional development opportunities and the application of concepts learned to classroom and school activities;
4. Communication and interpersonal skills as they relate to interaction with students, parents, other teachers, administrators, and other school personnel;
5. Timelines and attendance for assigned responsibilities;
6. Adherence to school and local school system procedures and rules; and
7. Personal conduct while in performance of school duties.

All personnel required to hold a service certificate(s) shall be evaluated using the appropriate **Georgia Department of Education model instruments and procedures or locally developed instruments and procedures.**

Other professional personnel not required to hold a teaching or service certificate shall be evaluated using the locally developed professional personnel evaluation instrument with the specific responsibilities section.

Auxiliary support personnel shall be evaluated using the locally developed and approved procedures and instruments as **specified in procedure GBI.**

The responsibility for evaluation of work performance is assigned to the principal or immediate supervisor to ensure that every employee is evaluated by the state and local programs as required in this policy.

**Columbia County School System employees will not receive credit for any year of experience for placement on the appropriate salary schedule for any year in which the employee receives an unsatisfactory performance evaluation. The principal or department head is required to submit paperwork to withhold the step increase for any employee who receives an unsatisfactory evaluation.**

O.C.G.A. 20-2-201; 20-2-210; GEORGIA PUBLIC SCHOOL STANDARD G8-PERFORMANCE EVALUATION.

**PROCEDURE: YES**

**ADOPTED: 08/08/95**

**REVISED: 10/28/97, 8/10/99, 8/8/00, 12/12/00**

**Columbia County Board of Education**