

**TITLE 126
LEGISLATIVE RULE
BOARD OF EDUCATION**

**SERIES 142
ASSURING THE QUALITY OF EDUCATION:
STAFF EVALUATION (5310)**

§126-142-1. General.

1.1. Scope. -- This legislative rule established components to be addressed in developing a county staff evaluation policy.

1.2. Authority. -- W.Va. Code §18-2-5; 18A-2

1.3. Filing Date. -- January 22, 1985

1.4. Effective Date. -- March 22, 1985

1.5. Repeal of Former Rule - None - This was a revision on 5310 which was passed January 11, 1985 by

the West Virginia Board of Education.

§126-142-2. Additional.

2.1. Copy of Policy 5310 attached.

2.2. Summary of Policy 5310 below.

SUMMARY OF POLICY 5310.

Policy 5310 contains information on the purpose of the policy, responsibility of the state board of education, components of the plan and State Board of Education approval.

Staff Development

Program Assurance

Staff Evaluation

ASSURING THE QUALITY OF EDUCATION:
STAFF EVALUATION

A. INTENT

West Virginia Board Policy 5300 provides that:

Every employee is entitled to know how well he/she is performing his/her job and should be offered the opportunity of an open and honest evaluation of his/her performance on a regular basis. . . . Every employee is entitled to the opportunity of improving his/her job performance prior to terminating or transferring of his/her services and can only do so with the assistance of regular evaluation. It is recognized that every employee is entitled to due process in matters affecting his/her employment, transfer, demotion or promotion.

A standardized evaluation system for all educational personnel, with provisions for local adaptation, is hereby established by the State Board of Education.

B. PURPOSE

The West Virginia Board of Education believes that employees improve skills when they 1) work towards, meet and surpass performance standards established for their positions and 2) are rewarded based on their accomplishments. Each county board of education shall implement systems to achieve these goals.*

A county's evaluation policy should have at least four major purposes:

1. to improve the quality of education,
2. to provide information for employees to improve their performance,
3. to determine those employees eligible for future incentive systems,*
and
4. to provide information which is used as the basis for sound personnel decisions.

*A state board policy dealing with an incentive system is expected to be established by July 1, 1986.

C. RESPONSIBILITIES

1. The state board has the responsibility to: a) develop standardized evaluation components to be used by the respective counties in developing their evaluation policies and administrative procedures; and b) approve county board of education staff evaluation policies.
2. Each county board of education has the responsibility to: a) develop and implement a staff evaluation policy; and b) to implement written administrative procedures related to the components of the county's staff evaluation policy. In developing its evaluation system, a county board of education may include additional components and processes as determined by local needs and priorities.

D. COMPONENTS

The following components shall be addressed in each county's staff evaluation policy:

1. COVERAGE - The policy includes all personnel employed by a county board of education.*
2. DEFINITIONS - The policy defines terms used.
 - a. Conference: a formal meeting between supervisor/employee or improvement team/employee focusing on the discussion of an observation, an evaluation, or an improvement plan.
 - b. Instruments: any printed evaluation form containing the performance standards to be observed and the rating system to evaluate the employee's performance.
 - c. Performance Standards: observable indicators of job responsibilities used to rate the performance of an employee.
 - d. Observation: a formal or informal sampling of the employee's performance on the established performance standards for his/her position.
 - e. Ratings: the system utilized to identify employees exceeding, meeting or not meeting performance standards.
 - f. Receivers of Service: the population most immediately served by the employee, e.g., students as receivers of service from teachers, teachers as receivers of service from principals.

*If the superintendent is not included in this evaluation policy, county boards of education must establish an alternative evaluation system for the county superintendent of schools.

3. PRINCIPLES OF OPERATION

- a. Written procedures for the evaluation of employees must include 1) who conducts the observations and evaluations, 2) how the results will be provided to the individual, 3) the methods to be used for improving performance based on the results of the evaluation, and 4) a description of how the results will be used as a basis for making sound personnel decisions.
- b. All monitoring or observation of the work of an employee shall be conducted openly.
- c. When an employee's performance is declared deficient, the employee shall be given the opportunity to correct the deficiencies, and the administration should give reasonable support necessary to help the employee succeed.
- d. Each county school district evaluation policy and related administrative procedures should be developed with the understanding that current grievance and due process procedures remain operational (Policy 5301).

4. JOB DESCRIPTIONS - Job descriptions for each position shall be established and shall include state adopted job responsibilities.

5. PERFORMANCE STANDARDS

- a. Performance standards are developed from the employee's job description.
- b. County performance standards are developed for state and locally adopted job responsibilities.

6. RATING STRUCTURE - Each county may use whatever rating system it desires, but it must be able to identify the number of employees who: a) exceed standards; b) meet standards; and c) do not meet standards.

7. EVALUATION PROCESS

- a. Orientation - At the beginning of each employment period the immediate supervisor should inform all employees under his/her supervision of the purposes, instruments, and procedures that will be utilized to evaluate their performances so the employee has the opportunity to understand the policy.
- b. Observation
 - 1) Each formal written evaluation should be based upon a minimum of two observations.

- 2) Either the supervisor or the employee may request a conference following an observation.
- 3) As part of the evaluation process, information on the established performance standards may be obtained from receivers of the employee's service.

c. Evaluation

- 1) At all times, it is the obligation of the immediate supervisor, or designee to be responsible for employee evaluation.
- 2) A conference is held to discuss the evaluation.
- 3) A minimum of two formal written evaluations per year is required for probationary employees.
- 4) A minimum of one formal written evaluation per year is required for continuing contract employees.
- 5) Evaluations should be based on the sum total of all observations of performance standards. Evaluation reports shall include strengths, deficiencies and suggestions for improvement.
- 6) An improvement plan shall be written by the evaluator, using input from the employee, for areas in which the employee needs improvement.
- 7) The employee has the right to include a written statement as an addendum to the evaluation.
- 8) The teacher may provide a written statement explaining how he/she contributes most to a quality education.
- 9) For teachers, the immediate supervisor may provide a written statement explaining how the teacher contributes most to a quality education.

d. Referral

- 1) A referral to an improvement team for employees not meeting performance standards may occur at the point when the immediate supervisor determines he/she can no longer provide improvement for the employee.
- 2) An employee may request an evaluation by an improvement team if his/her evaluation does not meet the performance standards.

e. Improvement Team

- 1) The composition, duties and uses of the improvement team will be determined by the county board of education.

- 2) The improvement team will serve only as a resource to the immediate supervisor who retains decision making authority.
 - 3) The improvement team may: a) conduct interviews, b) conduct at least two observations, c) develop a written improvement plan with the employee, d) provide assistance to the employee in meeting the performance requirements of the plan, and e) report the results of the plan's implementation to the immediate supervisor.
 - 4) Upon referral, if the employee cannot or chooses not to remediate the deficiency, dismissal proceedings may be initiated if the deficiency substantially impairs the employee's ability to fulfill his/her job responsibilities.
8. TIMELINES - The county policy and administrative procedures shall identify appropriate timelines.
9. TRAINING
- a. Persons utilized in implementing the evaluation system shall receive training in conducting observations and conferences, and writing and monitoring improvement plans to implement the county school district's evaluation policy.
 - b. Each evaluator shall have been trained in the management and evaluation skills necessary to implement the county school district's evaluation policy.

E. STATE BOARD APPROVAL

1. County boards of education shall seek the assistance of teachers, administrative, professional, support, and service personnel in the development and/or revision of its evaluation policy.
2. Policies are to be submitted to the state superintendent of schools on or before June 1, 1985.
3. Policies meeting the guidelines established herein will be reviewed and approved by the West Virginia Board of Education.
4. County school district policies approved by the State Board of Education shall be in effect no later than August 1, 1985.

(Amended May 1986)