

INSTRUCTION

File: GCN-R

EVALUATION OF PROFESSIONAL STAFF

1. All professional staff is evaluated according to the Evaluation Procedures Handbook including the timelines and forms to be completed.
2. The process is completed as a cooperative and continuing process between the employee and his/her supervisor.
3. Any professional employee who demonstrates deficiencies in performance may be placed on an improvement plan. The purpose of the plan is to identify areas of improvement with strategies for improvement. A timeline is developed for the review of the plan.
4. The evaluation is used as a part of the decision-making process for continued employment. Teacher evaluations include regular observation and evidence that instruction is aligned with the school's curriculum. Evaluations include identification of areas of individual strengths and weaknesses and recommendations for appropriate professional activities.
5. All licensed employees receive a copy of the Evaluation Handbook. The Handbook is also accessible on the CCS Human Resources website.

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Revised: July 5, 2011

Revised: February 27, 2014

Revised: June 19, 2018

Legal References: Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-78, 22.1-294, 22.1-295, 22.1-303, 22.1-253.13:5, 22.1-253.13:7 and 22.1-276.2

Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers (Virginia Board of Education as revised July 23, 2015) (http://www.doe.virginia.gov/teaching/performance_evaluation/guidelines_ups_eval_criteria_teachers.pdf).

Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals (Virginia Board of Education as revised July 23, 2015) (http://www.doe.virginia.gov/teaching/performance_evaluation/guidelines_ups_eval_criteria_principals.pdf).

Cross Reference: CBG Evaluation of the Superintendent
GCG Professional Staff Probationary Term and Continuing Contract