

<p><b>PRESTON COUNTY BOARD OF EDUCATION</b>  <b>FILE: 7 – PROFESSIONAL AND SERVICE PERSONNEL DEVELOPMENT</b>  <b>File: 7-3 Evaluation Procedures for Classroom Teachers</b></p>	<p><b>Last Reviewed: 6-28-10</b>  <b>Next Review: 7-01-12</b></p>
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Classroom teachers who are in their first, second, or third year of teaching shall be evaluated a minimum of two times per year using performance criteria as set forth in these procedures.

Classroom teachers in their fourth or fifth year of teaching shall be evaluated a minimum of one time per year using performance criteria.

Classroom teachers with five or more years of experience, who have not received an unsatisfactory rating, an evaluation shall be conducted or professional growth and development plan required only when the immediate supervisor determines it to be necessary for a particular classroom teacher, or when a classroom teacher exercises the option of being evaluated at more frequent intervals. (WVC §18A-2-12 and SBP 5310)

**R 7-3-1 Observation of Classroom Teachers**

- ❖ Teachers who are in their first, second, or third year of teaching will be observed a minimum of three times for each written performance evaluation.
  - Two observations shall cover a minimum of 30 minutes each and shall be conducted during an instructional activity.
  - One of the two instructional observations shall be scheduled with the teacher. Other observations shall be conducted at the discretion of the supervisor and may include non-instructional activities.
  - The first observation shall occur on or before November 1.
- ❖ Teachers in their fourth or fifth year of teaching will be observed a minimum of two times for each written performance evaluation.
  - One of the two observations shall cover a minimum of 30 minutes and shall be conducted during an instructional activity.
  - The supervisor shall schedule one of the two observations with the teacher. Other observations may be conducted at the discretion of the supervisor and may include non-instructional activities. The first observation shall occur on or before November 1.
- ❖ Supervisors may observe teachers at any time.
- ❖ Lesson plans may not be used as a substitute for observations.

### **R 7-3-2 Post Observation Conference**

After each 30 minute observation of the teacher the supervisor shall conduct a post observation conference with the teacher within five working days. At that time a signed copy of the observation form shall be given to the teacher. Additional conferences may be held on an as-needed basis as determined by the supervisor.

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### **R 7-3-3 Evaluation Process for Classroom Teachers**

- ❖ The immediate supervisor who will conduct observations and evaluations of classroom teachers shall be the principal or assistant principal.
- ❖ The home school principal or assistant principal shall evaluate itinerant employees.
- ❖ Evaluations shall address all levels of teacher responsibilities as outlined in *Section 13 of SBP 5310*. Commendations may be included and may be based upon data obtained from the portfolio and other sources. They shall identify deficiencies, and shall provide written recommendations for meeting performance criteria and characteristics. Evaluations may be completed at any time during the school year before June 1; however they must be completed in compliance with certain deadlines established by state board policy.
- ❖ For the purpose of evaluation, classroom teachers may not be required to include in lesson plans any of the following: teach/reteach strategies; write to learn activities; cultural diversity; color coding; or any other similar items which are not required to serve as a guide to the teacher or substitute for daily instruction.
- ❖ Classroom teachers cannot be required to post their lesson plans on the Internet or otherwise make them available to students and parents. However, teachers may voluntarily post material on the Internet.
- ❖ For teachers with five or more years of experience who have not received an unsatisfactory rating, an evaluation shall be conducted or professional growth and development plan required only when the supervisor determines it to be necessary for a particular classroom teacher, or when a classroom teacher exercises the option of being evaluated at more frequently intervals.
- ❖ To determine if an evaluation is needed more frequently for a particular teacher with five or more years of experience and no unsatisfactory ratings, supervisors shall complete at least two written observations using state performance criteria forms with deficiencies specified. Observations may be conducted during instructional or non-instructional activities at any time during the school year. The supervisor shall conduct a post observation conference with the teacher within five working days of each observation informing the teacher during any observation conference after the first observation conference that an evaluation using state performance criteria forms will be conducted with reasons specified. After each conference, a signed copy of the observation form shall be given to the teacher.

- ❖ Teachers with five or more years of experience who have not received an unsatisfactory rating may request a professional growth and development plan or performance evaluation with a written request to the school principal by October 1 in the year an evaluation is requested. If a performance evaluation is requested, it shall be conducted pursuant to *Section 9.3 of SBP 5310*. If a professional growth and development plan is requested, it will be mutually agreed upon by the teacher and supervisor and contain the following elements: goal(s), objectives and activities, and criteria to measure achievement of goal(s). On or before November 1 the professional growth and development plan will be written and agreed upon by the teacher and supervisor. By June 1 progress toward achievement of the goal(s) will be discussed in the evaluation conference and included in the written evaluation narrative. The professional growth and development plan will be implemented for a one (1) year period and may be revised on an annual basis by mutual agreement by the teacher and supervisor.
- ❖ A teacher who has received an unsatisfactory rating shall be evaluated every year using state performance criteria forms until five consecutive years of satisfactory ratings have been achieved. Thereafter, the teacher shall be evaluated pursuant to *Section 9.1 of SBP 5310*.
- ❖ The immediate supervisor is responsible for the teacher's evaluation.
- ❖ The supervisor shall share the evaluation with the teacher during a scheduled conference.
- ❖ The teacher has the right to include a written statement as an addendum to the evaluation.
- ❖ The teacher shall sign the evaluation form denoting that the supervisor has reviewed the evaluation with the teacher and the teacher has received a copy, but the signature shall not imply concurrence with the findings.

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#### **R 7-3-4 Improvement Plan for Classroom Teachers**

- ❖ The supervisor and teacher shall develop an improvement plan when a teacher's performance is unsatisfactory in any area of teacher responsibility as contained in *Section 13 of SBP 5310*.
- ❖ The improvement plan shall designate how the teacher shall meet the criteria. The improvement plan shall:
  - Identify the deficiencies,
  - Specify the corrective action to remediate the deficiencies,
  - Contain the time frame for monitoring and deadlines for meeting criteria, but in no case shall an improvement plan be for more than one semester in length, and
  - Describe the resources and assistance available to assist in correcting the deficiencies.
- ❖ After a teacher has successfully corrected deficiencies the teacher must continue to meet standards.

- ❖ If a teacher transfers within the county or to any other county within the state during the implementation of an improvement plan, the plan is transferred to the new supervisor for continuation.
- ❖ Nothing in this Section shall supersede the provisions of WVC §18-2E-6, §18-3-4, or §18A-2-8.

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#### **R 7-3-5 Improvement Team for Classroom Teachers**

- ❖ A referral to an improvement team for a teacher whose evaluation is unsatisfactory may occur when the supervisor determines s/he needs such assistance. The teacher may request the assistance of an improvement team.
- ❖ The improvement team shall be comprised of the teacher's immediate supervisor, one additional administrator preferably in the content area, and one professional educator in the same or related specialization. The professional educator shall be selected by the teacher and approved by the Superintendent. The selection of the other members of the improvement team shall be based upon county administrative procedures adopted pursuant to *Section 3.2 Policy 5310*.
- ❖ The improvement team shall serve only as a resource to the immediate supervisor who shall retain authority for the evaluation.
- ❖ The improvement team shall monitor the improvement plan and may:
  - Conduct observations and conferences,
  - Provide training to assist the teacher in meeting the performance criteria outlined in the plan, and
  - Identify additional resources. Release time may be provided for teachers who serve on the improvement team.

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**R 7-3-6 Classroom Teachers' Responsibilities**

- ❖ Job descriptions for teachers shall include the following responsibilities:
  - Implements programs of study;
  - Fosters a classroom climate conducive to learning;
  - Utilizes instructional management system models that increase student learning;
  - Monitors student progress towards mastery of instructional goals and objectives;
  - Communicates effectively within the educational community, and with parents on a regular basis;
  - Meets professional responsibilities; and
  - Effective July 1, 2003, demonstrates competency in the knowledge and implementation of technology standards.

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Adopted: September 7, 1999  
Amended/Revised: June 28, 2010