

<p>PRESTON COUNTY BOARD OF EDUCATION</p> <p>FILE: 7 – PROFESSIONAL AND SERVICE PERSONNEL DEVELOPMENT</p> <p>File: 7-9 Timelines for the Observation and Evaluation Process</p>	<p>Last Reviewed: 6-28-10</p> <p>Next Review: 7-01-12</p>
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It is widely accepted among educational leaders that the paramount purposes for the observation and evaluation of school personnel is to promote professional growth and to ensure that students receive a high quality educational opportunity. To be effective, the observation and evaluation process must be consistent and timely.

While *SBP 5310 - Performance Evaluation of School Personnel*, states that evaluations may be completed anytime prior to June 1, The Preston County Board of Education has established the following timelines for its employees:.

- ❖ By October 1:
 - The principal shall hold an orientation for the staff.
 - The teachers must submit their requests for an evaluation in writing if they are not scheduled for evaluation during the year.
 - Principals mutually establish their Goals with their supervisors.
- ❖ By November 1:
 - Principals must complete the first observation for all personnel with 1-5 years of experience.
 - Principals jointly establish Professional Growth & Development Plan with teachers.
 - Principals mutually establish Goals with professional support personnel.
- ❖ By February 1: Principals must notify the Superintendent of any employee who may not be recommended for re-employment.
- ❖ By June 1:
 - Principals must complete all evaluations.
- ❖ Collection of evaluation data shall be on going throughout the year.
- ❖ Teachers or support personnel who transfer into the county will be responsible for providing the county with verification that they have received no unsatisfactory evaluations in their previous employment.

[Home](#)

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