

Policy

EVALUATION OF INSTRUCTIONAL STAFF

Code **GBI** Issued 12/15/21

Teachers

The district will use the expanded ADEPT System to evaluate all certified teachers employed under induction, annual, and continuing contracts. The district will base all evaluations on the expanded ADEPT performance standards in accordance with State Board of Education (SBE) expanded ADEPT implementation guidelines.

The district will develop plans and procedures for teacher evaluation based on the components of expanded ADEPT outlined below.

Induction programs

All teachers who have taught less than a year will be given an induction contract. The district will develop or adopt induction programs to provide teachers with comprehensive guidance and assistance throughout each induction year. These programs must contain criteria and/or requirements necessary for teachers to complete the induction contract year and will be in compliance with state requirements. No person may be employed as an induction teacher for more than three years.

Annual contract

The district must use a valid and reliable process for evaluating and assisting teachers employed under annual contracts in accordance with state regulations. Teachers employed under an annual contract must also complete an individualized professional growth plan established by the school or district in accordance with district strategic plans and school renewal plans.

Teachers may not be employed under an annual contract for more than four (4) years.

Continuing contract

Teachers employed under continuing contracts must be evaluated on a continuing basis. The district will decide whether the evaluation will be formal or informal (i.e. goals-based).

The district will develop a plan in accordance with expanded ADEPT implementation guidelines to continuously evaluate teachers who are employed under continuing contracts. At a minimum, the district expanded ADEPT plans for these teachers must address formal and informal evaluations and individualized professional growth plans.

If there are concerns about a continuing contract teacher's performance or conduct or if an

PAGE 2 – GBI – EVALUATION OF INSTRUCTIONAL STAFF

employment decision needs to be made, the district will use the formal process for evaluating the teacher. Set forth below are examples of areas of concern an administrator may have with a teacher's performance, which may justify placing the teacher on a formal evaluation. This list is not exhaustive.

- classroom instruction
- classroom management
- interpersonal skills
- inappropriate treatment of students
- inappropriate treatment of parents/legal guardians
- inappropriate treatment of other staff members
- insubordination
- requests from more than one parent/legal guardian in a school year that his/her child be removed from the teacher's class, which are determined to have merit
- written or oral communications
- professional response
- low student achievement without appropriate explanation
- concerns with a teacher's performance in any of the performance dimensions included in the formal evaluation instrument

The district will notify a continuing contract teacher in writing on or before the date contracts are issued for the following school year, or as otherwise defined by law, if he/she is being recommended for formal evaluation during the next school year. The principal will notify the superintendent of any continuing contract teacher placed on the state-approved formal evaluation instrument and/or an improvement/assistance plan.

Evaluation appeals

If a teacher wishes to appeal his/her evaluation results, he/she may submit an appeal to the attention to human resources within ten (10) school days of the teacher receiving his/her evaluation results. In the appeal, the teacher should set forth the specific basis for the appeal which should identify a procedural error or other specific basis upon which the teacher believes the evaluation results are not valid. Human resources, upon receipt of such an appeal, will review the appeal and any relevant information and/or documentation and issue a written decision regarding the appeal. The decision of the assistant superintendent of human resources will be final with respect to the appeal.

Teachers Employed from Out of State

Teachers employed from out of state who receive a South Carolina professional teaching certificate based on reciprocity are eligible for employment under an annual contract. Teachers will receive a formal evaluation.

Teachers Who Hold a Limited Professional Certificate

PAGE 3 – GBI – EVALUATION OF INSTRUCTIONAL STAFF

An educator who holds a valid South Carolina limited professional certificate is eligible for employment in a “regulated” public school at the annual contract level and will receive an annual formal evaluation. Teachers must successfully complete the formal evaluation at the annual contract level before they are eligible to move from a limited professional certificate to a full professional certificate and to be employed under a continuing contract.

Training and Reporting

The district must provide appropriate training for all personnel responsible for conducting the evaluation process.

The district must meet all reporting requirements as outlined in law and SBE regulations.

National Board for Professional Standards Certified (NBPSC) Teachers

Teachers who have applied for NBPSC may use that national process in lieu of GBE as long as they can support it by official documentation that they are actively pursuing NBPSC. NBPSC applicants will conference with their GBE advisors at regularly scheduled approval, benchmark, and final conference times. Teachers pursuing NBPSC may not use the application process in lieu of formal evaluation. Teachers who have applied for NBPSC may not use that national process in lieu of SLO.

Employment Contract Status

Before May 1st, or as otherwise provided by state law or regulation, the district will inform each teacher in writing of his/her employment status for the next school year. Nothing in this policy prohibits the administration from placing a teacher on administrative leave or recommending suspension or termination should the teacher’s conduct warrant such action. Additionally, any termination or non-renewal recommendations will be handled consistent with state law and district policy.

Adopted 01/30/90; Revised 12/14/21

Legal references:

- A. South Carolina Code, 1976, as amended:
 - 1. Section 59-26-10, *et seq.* - A system for the training, certification, initial employment, evaluation, and continuous professional development of public educators.
 - 2. Section 59-26-85 - Teachers certified by the National Board for Professional Teaching Standards eligible for continuing contract status.

- B. S.C. State Board of Education Regulations:
 - 1. R43-205.1 – Assisting, Developing, and Evaluating Professional Teaching (ADEPT).

- C. S.C. State Board of Education Guidance:
 - 1. Expanded ADEPT Support and Evaluation System Guidelines for Classroom-Based Teachers.