

7.3900 EMPLOYEE EVALUATION

Legal References: G.S. 115C-47(18), -286.1, -325, -333
State Board of Education Policies TCP-C-004, -005

Cross Reference: 1.7500-7.1500 GRIEVANCE PROCEDURES
7.4400 EMPLOYEE TERMINATION

The Board attaches a high priority to securing the most competent personnel available and, once they are employed, in assisting them in their professional growth and development through their careers. An effective evaluation program that clearly describes an employee's performance is a critical aspect of professional growth and assistance.

I. EMPLOYEE EVALUATION

A. Evaluation System Adoption: Falls Lake Academy shall establish and maintain, with appropriate systemic development and periodic systemic review, a comprehensive system of employee evaluation that incorporates standard workplace observations, supervisor-employee conferences, examination of employees' work and attendance records and employee contract provisions, and all other documents and records deemed pertinent by evaluating supervisors ("work records").

The Board may or may not, at its discretion, authorize the use of whatever standard evaluation system is in use by the public schools of North Carolina during any given year or period of time. In order to give FLA staff and administrators a chance to become familiar and/or receive necessary training, if the NC system is not going to be adopted for use in any given school year, another system shall be adopted for use during the following school year not later than April 15th of the previous year. If another system is not adopted by April 15th in any given year, the NC system shall be considered to be the system in use for the following school year.

B. Supplementary Performance Assessments: Supervising evaluators are expected to use supplementary means of assessing performance in addition to the state and Board-adopted performance standards, assessment rubrics, and evaluation instruments, including but not limited to: additional formal and informal observations, conferences, reviews of lesson plans and grade books, interactions with employees, observed employee interactions with parents, assigned plans of improvement, participation in staff development, student achievement, and any other indicators of performance deemed appropriate by the supervising evaluator.

Student performance and other student outcome data also may be considered as a part of the evaluation of professional personnel. Multiple means of assessing student performance must be used whenever possible. If only one method of measurement of student performance is used, it must be a clearly valid tool for evaluating an employee's impact on student performance.

C. Periodic Review: As part of the standard evaluation process, all employees shall undergo – at a minimum – a mid-year and a year-end evaluation review which shall include evaluators' suggestions and directives for activities and corrections to established and/or exhibited work components designed to improve the employees' work performance and effectiveness.

D. Accountability of Supervising Evaluators: Throughout the evaluation process, supervising evaluators shall be held accountable for following the Board-adopted evaluation system and all applicable state and Board-approved guidelines on the evaluation of employees.

E. Recognition: Evaluators must clearly identify employees' exemplary performance as well as their deficiencies in performance. All supervising evaluators are encouraged to develop ways to recognize exemplary performance and to capitalize on the abilities of such exemplary employees in helping other employees. Supervising evaluators are encouraged to involve employees in developing these procedures.

F. Improvement Plans: Evaluating supervisors shall construct clear plans for work performance and/or effectiveness for individual employees when, in their opinion, an employee's work record (see "A" above) warrants improvement. All such plans must include specific goals, the attainment (or lack thereof) of which will be assigned specific deadlines, at which times conferences will be held between employee and evaluating supervisor to examine and determine the extent to which these goals have or have not been reached.

G. Use of Evaluation Data: Evaluation data shall be used in making employment decisions, including decisions related to professional development and assistance provided, career status, suspension, demotion, and dismissal of employees (see 7.4400 EMPLOYEE TERMINATION).

II. ASSIGNED SUPERVISING EVALUATORS

A. Classified Staff: Classified staff members shall be evaluated by the Principal(s) of the building(s) to which they are assigned.

B. Professional Instructional and Support Staff: All staff members serving in professional instructional (teachers) and support (counselors, etc.) positions, whether degreed and/or certified or not, shall be evaluated by the Principal(s) to which they report and are accountable.

All such evaluations, including those carried out with respect to non-degreed and/or non-certified staff members serving in professional positions, shall be accomplished using Board-approved evaluation instruments and procedures designed for use with similarly-serving certified professionals in other schools. No variation with respect to evaluation instruments or procedures shall be allowed or instituted for non-degreed and/or non-certified staff members serving in professional positions.

C. Administrators: All FLA administrators except the chief administrator, whether [Lead] Principal or Managing Executive Director (if/when such or similar position is ever activated and filled by the Board), shall be evaluated by the Principal(s) to which they report and are accountable.

D. Chief Administrator: The FLA chief administrator, whether [Lead] Principal or Managing Executive Director (if/when such or similar position is ever activated and filled by the Board), shall be evaluated by the full Board under the direction of the Board chair.

III. QUESTIONS, CONCERNS, AND DISPUTES

An employee who is unclear and/or concerned about how his/her performance is being assessed and/or such evaluation is being used, or who desires additional evaluation opportunities, should address these issues with his/her immediate supervising evaluator. If the employee's concerns are not answered to his/her satisfaction, he/she should pursue redress through the application of those procedures outlined in Board policy 1.7500-7.1500 GRIEVANCE PROCEDURES.

IV. PROCEDURES AND STAFF TRAINING

The FLA chief administrator shall develop all necessary procedures and shall provide training, as necessary, to carry out the Board's directives and to meet state requirements.