

# UCPS

**UNION COUNTY PUBLIC SCHOOLS**

**Globalization. Innovation. Graduation.**

## **HUMAN RESOURCES DIVISION**



### **Overview of Evaluation Procedures and Guidelines**

*“Preparing all students to succeed”*

# Evaluation Procedures and Guidelines

## Table of Contents

Board Policy Governing Evaluation of Licensed Employees	Page 3
Responsibility for Compliance with Policies and Procedures	Page 3
Evaluation Instruments for Categories of Personnel	Pages 4-5
General Evaluation Timelines for Non-Teaching Categories	Pages 6
Links to Fillable Evaluation Forms for Licensed Categories of Personnel Not in the NCEES Online Tool	Pages 7-8
Central Office Evaluation Forms	Pages 9-11
Whom to Contact for Evaluation Procedures and Submissions	Page 12



## **Board Policy 3-2c Evaluation of Licensed Employees**

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

School administrators who are responsible for conducting evaluations shall comply with all state requirements with regard to the type and frequency of evaluation. The school principal or designee shall evaluate teachers. The superintendent or designee shall evaluate principals and assistant principals. All licensed personnel must be evaluated at least annually using state-approved evaluation instruments (with the exception of the Superintendent's evaluation which may be an instrument other than the state instrument) in conformance with any processes established by the State Board for that class of personnel.

**Legal References** 115C-48(18), -286.1, -325, -333  
State Board of Education Policies TCP-C-004, -005, -006

**Cross References** 3 – 9 , Personnel File  
(Policy)

### **Responsibility for Compliance with Policies and Procedures**

Each employee in the Union County Public Schools System should receive an annual Summative or Summary Evaluation on the instrument designated for his or her category of personnel. Employees in positions requiring a teaching license or administrator license are covered by state and local policies. Classified employees and paraprofessionals are referenced in state policies and covered under local guidelines. It is imperative that supervisory personnel at all levels of the organizational structure assure that employees receive their annual evaluation according to established state and local policies and guidelines. Compliance with state and local policies is mandatory; therefore, the completion of evaluations is considered to be a component of each supervisor's performance responsibilities.

Each supervisor is responsible for staying abreast of policies and regulations pertaining to evaluation instruments and procedures that are applicable to his or her areas of supervision. All Summative and Summary Evaluations should be submitted to the Personnel Records Specialists or completed online (as applicable) by June 30<sup>th</sup> of each school year.

Supervisors are invited to review departmental organizational charts for a graphic presentation of the reporting lines within their departments. Supervisors are asked to assure that employees in each category of personnel receive their annual Summative or Summary Evaluation and any other formative evaluation activities required by their evaluation system.

### Evaluation Instruments for Categories of Personnel

Category of Personnel	Evaluation Instrument	Comments/ Notes
Assistant Superintendents	Principal Executive Program for Central Office	North Carolina Instructional Central Office Staff Evaluation Process (Pending approval by Cabinet Staff)
Assistant Principals and Principals (NCEES)	NC School Executive Evaluation Instrument	NCEES Online System
Auxiliary Directors	Principals' Executive Program for Central Office	
Career Development Coordinators	Career Development Coordinator Performance Appraisal Instrument	
Central Services Supervisors	Principals' Executive Program for Central Office	
Central Services Licensed Staff	Principals' Executive Program for Central Office	North Carolina Instructional Central Office Staff Evaluation Process (Pending approval by Cabinet Staff )
Child Nutrition Managers	Child Nutrition Manager Performance Appraisal Instrument	
Child Nutrition Personnel	Child Nutrition Performance Appraisal Instrument	
Finance Officer	Principals' Executive Program for Central Office	
Child Nutrition Manager Trainees	Child Nutrition Manager Trainee Performance Appraisal Instrument	
<b>Classified Personnel Not Covered by Other Evaluation Instruments</b> <ul style="list-style-type: none"> <li>• All Categories of Office Support Personnel</li> <li>• Accountants</li> <li>• Administrative Assistants</li> <li>• Audiologists</li> <li>• Analysts</li> <li>• Bookkeepers</li> <li>• Bus Drivers</li> <li>• Bus Monitors</li> <li>• Clerks</li> <li>• Custodians</li> <li>• Data Managers</li> <li>• Interpreters</li> <li>• Interventionists</li> <li>• Investigators</li> <li>• Mechanics</li> <li>• Managers</li> </ul>	Classified Personnel Performance Appraisal Instrument  <a href="https://webcp.ucps.k12.nc.us/forms_manager/documents/133/Classified%20Personnel%20Performance%20Evaluation%20April%202009.pdf">https://webcp.ucps.k12.nc.us/forms_manager/documents/133/Classified%20Personnel%20Performance%20Evaluation%20April%202009.pdf</a>	

<ul style="list-style-type: none"> <li>• Non-Licensed Coordinators</li> <li>• Receptionists</li> <li>• Secretaries</li> <li>• Specialists</li> <li>• Technicians</li> <li>• Translators</li> <li>• Truck Drivers</li> </ul>		
Counselors (NCEES)	School Counselor Performance Appraisal Instrument	<a href="http://ncees.ncdpi.wikispaces.net/Support+Staff">http://ncees.ncdpi.wikispaces.net/Support+Staff</a>
General Counsel	Principals' Executive Program for Central Office	
Instructional Directors	Principals' Executive Program for Central Office	North Carolina Instructional Central Office Staff Evaluation Process (Pending approval by Cabinet Staff)
Instructional Technology Facilitator	Technology Facilitator Performance Appraisal Instrument	<a href="http://ncees.ncdpi.wikispaces.net/Support+Staff">http://ncees.ncdpi.wikispaces.net/Support+Staff</a>
Human Resources Directors	Principals' Executive Program for Central Office	North Carolina Instructional Central Office Staff Evaluation Process (Pending approval by Cabinet Staff )
Media Coordinators (NCEES)	NC School Library Media Coordinator Evaluation Instrument	<a href="http://ncees.ncdpi.wikispaces.net/Support+Staff">http://ncees.ncdpi.wikispaces.net/Support+Staff</a>
Nurses	School Nurse Performance Appraisal Instrument	
Occupational Therapists	Occupational Therapist Performance Appraisal Instrument	
Occupational Therapy Assistant	Occupational Therapy Assistant Performance Appraisal Instrument	
Physical Therapy Assistant	Physical Therapy Assistant Performance Appraisal Instrument	
Psychologists (NCEES)	Psychologist Performance Appraisal Instrument	
Speech-Language Pathologists	Speech Pathologist Performance Appraisal Instrument	
Teacher Assistants	Teacher Assistant Performance Appraisal Instrument	
Teachers	NC Educator Effectiveness System (NCEES)	NCEES Online System
Tutors	Teacher Assistant Performance Appraisal Instrument	<a href="https://webcp.ucps.k12.nc.us/forms_manager/documents/133/Performance%20Appraisal_Teacher%20Assistant.pdf">https://webcp.ucps.k12.nc.us/forms_manager/documents/133/Performance%20Appraisal_Teacher%20Assistant.pdf</a>

**General Evaluation Timelines for Administrators, Central Services,  
Classified, and Instructional Support Staff**

<p><b>Principals and Assistant Principals</b> should follow evaluation procedures as outlined by the <i>NC School Executive: Principal and Assistant Principal Evaluation Process Manual</i> and according to established local timelines.  <a href="http://ncees.ncdpi.wikispaces.net/file/view/Principal%20Process%20Manual%202012.pdf/389359046/Principal%20Process%20Manual%202012.pdf">http://ncees.ncdpi.wikispaces.net/file/view/Principal%20Process%20Manual%202012.pdf/389359046/Principal%20Process%20Manual%202012.pdf</a></p> <p><b>Evaluation procedures and timelines should be carried out via the NCEES Online Evaluation Tool.</b></p>	<p><b>Licensed Central Services Employees</b> who are not covered by a specific evaluation instrument will continue to be covered by the <i>Principals' Executive Program for Central Services Administrators</i> as directed by their immediate supervisors. The supervisor should assure that employees complete an <i>Individual Growth Plan</i> and the <i>Central Services Evaluation System Employee's Executive Summary</i>.          (See the attachment at the end of this document.)</p> <p>The supervisor should complete the <i>Evaluator's Review of Goal Accomplishment</i> by June 30<sup>th</sup>. The supervisor should submit the <i>Central Services Evaluation System Employee's Executive Summary</i> and the <i>Evaluator's Review of Goal Accomplishment</i> to the Personnel Records Office by June 30<sup>th</sup>.          (See the attachment at the end of this document.)</p>
<p><b>Student Services and IT Support Personnel</b></p> <ul style="list-style-type: none"> <li>• Instructional Technology Facilitators</li> <li>• Occupational Therapists</li> <li>• Physical Therapists</li> <li>• School Counselors</li> <li>• School Library Media Coordinators</li> <li>• School Nurses</li> <li>• School Social Workers</li> <li>• School Psychologists</li> <li>• Speech-Language Pathologists</li> </ul> <p>The evaluator should use the specific evaluation instrument for the employee's category of personnel and follow the guidelines outlined in the appropriate process manual. If there are questions regarding the various evaluation instruments, evaluators are encouraged to contact the appropriate program director or supervisor for support.</p> <p><a href="http://ncees.ncdpi.wikispaces.net/Support+Staff">http://ncees.ncdpi.wikispaces.net/Support+Staff</a></p>	<p><b>Classified Employees</b> should receive formative assessments as deemed appropriate by the immediate supervisor and a summative evaluation on the appropriate evaluation instrument by May 30<sup>th</sup> or June 30<sup>th</sup> for twelve-month employees. The classified employees' names should be listed on the <i>Evaluation Roster for Classified Employees</i> and submitted with the summative evaluations.  <a href="file:///C:/Users/lillian.rorie/Downloads/rosters-for-classified-employees.pdf">file:///C:/Users/lillian.rorie/Downloads/rosters-for-classified-employees.pdf</a></p> <p><b>All employees must be evaluated annually on the evaluation instrument for their category of personnel.</b> Evaluators should complete evaluations in the NCEES Online Evaluation Tool for Principals, Assistant Principals, Teachers, Counselors, Media Coordinators, Social Workers, Instructional Technology Facilitators, and Psychologists according to established timelines. Summative evaluations for other categories should be submitted to the Human Resources Personnel Records Office by June 30<sup>th</sup>.</p>

### Occupational Therapists

<a href="#">Evaluation Process Users Guide</a>
<a href="#">Professional Development Plan</a> - Fillable
<a href="#">Record of Evaluation Activities</a> - Fillable
<a href="#">Rubric for Self-Assessment / Evaluation</a> - Fillable
<a href="#">Summary Rating Form Optional</a> - Fillable
<a href="#">Summary Rating Form Required</a> - Fillable

### Physical Therapists

<a href="#">Evaluation Process Users Guide</a>
<a href="#">Professional Development Plan</a> - Fillable
<a href="#">Record of Evaluation Activities</a> - Fillable
<a href="#">Rubric for Self-Assessment / Evaluation</a> - Fillable
<a href="#">Summary Rating Form Optional</a> - Fillable
<a href="#">Summary Rating Form Required</a> - Fillable

### Speech-Language Pathologists

<a href="#">Evaluation Process Users Guide</a>	
<a href="#">Professional Growth Plan</a> - Fillable	
<a href="#">Record of Evaluation Activities</a> - Fillable	
<a href="#">Rubric for Self-Assessment / Evaluation</a>	
<a href="#">Summary Rating Form Optional</a> - Fillable	

<a href="#">Summary Rating Form Required</a> - Fillable	
---	--

## School Nurses

<a href="#">Evaluation Process Users Guide</a>
--

<a href="#">Professional Development Plan</a> - Fillable
--

<a href="#">Record of Evaluation Activities</a> - Fillable
--

<a href="#">Rubric for Self-Assessment / Evaluation</a> - Fillable
--

<a href="#">Summary Rating Form Optional</a> - Fillable
---

<a href="#">Summary Rating Form Required</a> - Fillable
---

<a href="#">Evaluation Process Training Presentation</a> - PDF
--

<a href="#">Evaluation Process Training Video</a> - wmv
---

## Career Development Coordinators

<a href="#">Evaluation Process User Guide</a>
---

<a href="#">Professional Growth Plan</a> - Fillable
---

<a href="#">Record of Evaluation Activities</a> - Fillable
--

<a href="#">Rubric for Self-Assessment - Evaluation</a>
---

Fillable
----------

<a href="#">Summary Rating Sheet Optional</a> - Fillable
--

<a href="#">Summary Rating Form Required</a> - Fillable
---



## Central Office Individual Growth Plan Union County Public Schools

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Growth Plan Cycle \_\_\_\_\_ Year(s)      To be completed by \_\_\_\_\_

Individual Growth Goals: List at least two or three professional development goals that address professional growth priorities. Use a different form for each goal.

Goal:

\_\_\_\_\_

\_\_\_\_\_

<b>Strategies</b>	<b>Target Dates</b>
<b>Evidences of Completion:</b>	

### Monitoring System

Employee's Signature	Date	Evaluator's Signature	Date
1 <sup>st</sup> Conference _____		_____	
2 <sup>nd</sup> Conference _____		_____	
End-of-Year Review: _____		_____	

**Central Office Summary of Accomplishment of Goals  
Union County Public Schools**

**Employee:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**School Year:** \_\_\_\_\_ **Length of Cycle:** \_\_\_\_\_

In the space provided, **the employee** should develop a document outlining the accomplishment of goals for the cycle period. Both the employee and the employee's evaluator should sign and date the document. (Please provide a summary for each goal.)

\_\_\_\_\_  
**Employee's Signature/ Date**

\_\_\_\_\_  
**Evaluator's Signature/ Date**

**Central Office Evaluator's Review of Goal Accomplishment  
Union County Public Schools**

**Evaluator:** \_\_\_\_\_

**Employee:**\_\_\_\_\_

**Department:** \_\_\_\_\_

**Year:** \_\_\_\_\_

**Length of Cycle:** \_\_\_\_\_

In the space provided, **the evaluator** should comment on the degree and quality of the employee's accomplishment of goals for the cycle period. Both the evaluator and the employee should sign and date the document. (Please provide a review for each goal.)

\_\_\_\_\_  
**Employee's Signature/ Date**

\_\_\_\_\_  
**Evaluator's Signature/ Date**

Dr. David Clarke, Deputy Superintendent of Human Resources

\*\*\*\*\*

For questions regarding evaluation procedures, contact:

Dr. Lillian G. Rorie

Director of Human Resources Services

[lillian.rorie@ucps.k12.nc.us](mailto:lillian.rorie@ucps.k12.nc.us)

(704) 296-1012 Ext. 4052 Fax: (704) 289-9154

For questions regarding Action Plans, Mandatory Growth Plans, Modified Growth Plans and Directed Growth Plans, please contact:

Mrs. Laura French

Director of Employee Relations

[laura.french@ucps.k12.nc.us](mailto:laura.french@ucps.k12.nc.us)

(704) 296-0106 Ext. 4050 Fax: (704) 289-9170

Summative/ Summary Evaluations for categories of employees that do not have an online evaluation system are due in the Personnel Records Office by June 30<sup>th</sup> of each year.

Dr. Tom Bulla

Director of Human Resources Operations

[tom.bulla@ucps.k12.nc.us](mailto:tom.bulla@ucps.k12.nc.us)

(704) 296-0824 Ext. 4031 Fax: (704) 283-8419

Mrs. Mary C. Jacumin

Personnel Records Specialist

[cookie.jacumin@ucps.k12.nc.us](mailto:cookie.jacumin@ucps.k12.nc.us)

(704) 290-1517 Ext. 2265 Fax: (704) 289-9043



*“Preparing all students to succeed”*