Performance Evaluation of Professional Support Personnel

Office of School Improvement

Learning Objectives

- Review the purpose of the Educator Evaluation System

- Review the evaluation process (WVBE Policy 5310)
    - ✓Review components of the Educator Evaluation System
    - ✓Review timelines and implementation
    - ✓Review tools utilized in the evaluation process
    - ✓Deepen the understanding of educator growth model

Quality Teaching and Leadership

- Student learning is the single most important goal of education. Many things affect students' quality of life and readiness to learn. The quality of teaching and leadership are the most important school-related factors with the potential to impact student learning.

Purpose of Evaluation (12.3)

Set high standards of performance for teachers

Ensure high-quality instruction focused on increasing student achievement

Encourage continuous growth and improvement through personal reflection and goal-setting

Serve as a tool in developing coaching and mentoring programs for teachers

Professional Support Personnel

- Social Service & Attendance Directors
- Speech-language Pathologists
- Athletic Trainers
- Education Audiologists
- School Nurses
- School Psychologists
- Academic Coach
- Communities In Schools (CIS) contact/facilitator

Central Office Personnel (4.30)

Professional Personnel including but not limited to:

- Central Office Administrator
- Supervisor
- Director
- Coordinator
- Program Specialist

Important Note:

- Professional Support Personnel and Central Office Personnel are NOT evaluated in the online Educator Evaluation Platform.
- Both are evaluated utilizing the Professional Growth and Development Plan. (downloadable forms)

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Professional Support & Central Office Personnel Process

Mutually established goals by November 1

Establish responsibilities and performance characteristics

Receive a written evaluation a minimum of one time per year

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Ratings for Professional Personnel

Exemplary	Exceeds Standards	Meets Standards	Unsatisfactory
Consistently exceptional in meeting performance criteria Demonstrated by providing extraordinary opportunities for student success Instructional strategies confirm expertise and ability to reach all students	Consistently above average in meeting performance criteria Demonstrated by going beyond established standards and instructional practices in reaching all students	Consistently adequate in meeting performance criteria	Not consistently acceptable in meeting performance criteria

Professional Support Personnel Primary Data Source (16.4)

Portfolio of materials collected by the employee to validate progress or completion of <u>goal attainment</u>.

Required

Note: Observations are not utilized as an evaluation component for Professional Support Personnel.

Improvement Plan (17)

Requirements

- Identify the deficiencies
- Specify the corrective action
- Set time frame and deadlines (no more than 18 weeks)
- Describe resources and assistance available
- After successfully correcting deficiencies, employee must continue to meet standards

Improvement Team (18)

- Requested by professional support person or supervisor

- Immediate Supervisor

- Additional Administrator - preferably in area

- Professional Educator - selected by professional support person and approved by county superintendent

- Others – based on county admin procedures

- The Improvement Team:
  - Shall serve as a resource to the supervisor
  - May conduct observations & conferences
  - May provide training
  - May identify additional resources

Continuous Improvement

How will you use evaluation data to promote educator growth and student achievement at your school?

- It will give administrators a great starting point for collaborative conversations.

- Focusing on results will shift the environment from being teacher-centered to learner-centered.

Support

- Contact your county WVEIS Coordinator
- Contact your Superintendent or their designee
- Contact the WVDE WVEIS Helpdesk
- Contact the WVDE Ed-Eval Helpdesk

[Educator-Evaluation-Platform-User-Guide.pdf (wvde.us)](Educator-Evaluation-Platform-User-Guide.pdf)

Resources

- https://wvde.us/school-improvement/resources-trainings/educator-evaluation/
  - Forms & Rubrics
  - Trainings/Mini-Sessions
  - Orientation PowerPoint
  - Evaluation Platform User Guide

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