

GARI-R Employee Evaluation

7/1/21

RATIONALE/OBJECTIVE:

Employee evaluations seek to:

- Ensure high-quality instruction;
- Comply with state law, State Board of Education Rules, Cobb County Board of Education (Board) Policy, and Cobb County School District (District) Rules;
- Recognize outstanding performance;
- Provide opportunities for two-way communication about goals and performance; and
- Document objective information needed for decisions about employee retention, promotion, compensation, dismissal, transfer, placement and preference in the event of a reduction in force.

RULE:

All personnel employed for 30 days or more shall have their performance evaluated annually. All such performance evaluation records shall be part of the personnel evaluation file and shall be confidential.

A. EVALUATIONS:

1. Annual evaluations shall be completed by a deadline established by Human Resources.
2. All teachers of record evaluated under the Teacher Keys Effectiveness System shall be evaluated according to the requirements of state law and State Board of Education rules.
3. All local administrators shall be evaluated under the Leader Keys Effectiveness System according to the requirements of state law and State Board of Education Rules.
4. Teachers who are not evaluated under the Teacher Keys Effectiveness System shall be evaluated by their supervisor using the District approved evaluation instrument and completed by a deadline established by Human Resources.
5. All other District employees shall be evaluated annually by their supervisor using the District approved evaluation instrument and completed by a deadline established by Human Resources.
6. A copy of the annual evaluation results shall be made available to each employee.

B. GUIDELINES:

The following regulations will be observed regarding the evaluation of employees:

1. Supervisors will be provided training in evaluation techniques;
2. Supervisor shall provide training on District approved evaluation instruments along with the employee's job description within the first 30 days of employment;
3. Evaluation results will be reviewed with employees annually;
4. Evaluations will be written, based in part on job descriptions, and staff development will be provided to address identified needs.

C. REMEDIATION PLANS:

1. At the end of any school year, a certified employee who receives an overall "unsatisfactory" rating on their annual evaluation shall be placed on a Remediation Plan the following year.
2. During the course of the school year, if a classified employee with three full years of District experience or a tenured employee's performance or behavior is less than satisfactory, the principal or supervisor should consider placing the employee on a Remediation Plan to address specific area(s) of concern. The purpose of the plan is to help the employee achieve satisfactory performance or behavior using a structured approach within a specific time frame.

3. Employees shall be allowed to have a representative (as defined in Administrative Rule GBK-R) present at the final meeting of a Remediation Plan so long as their presence does not obstruct or disrupt the meeting.
4. Except in rare cases involving prior approval from Human Resources, an employee should be given written feedback regarding the specific area(s) of concern prior to being placed on a Remediation Plan, and the employee should be given a reasonable opportunity for professional improvement prior to the initiation of a Remediation Plan.
5. At a minimum, a Remediation Plan shall last at least four (4) weeks. The Remediation Plan should be extended if necessary.
6. While on a Remediation Plan, a certified employee may request an external review of the plan by the appropriate Level Assistant Superintendent.
7. Formal classroom observations shall be limited to no more than (2) per week during the Remediation Plan. Post-observation conferences should be held with the employee prior to the next formal classroom observation taking place.
8. Failure to successfully complete a Remediation Plan may result in disciplinary action.

D. TEACHER EVALUATION APPEALS:

1. Employees may appeal summative performance ratings contained in personnel evaluations if there were any procedural deficiencies that substantially and materially affected the performance rating.
2. Teachers who have accepted a full-time, full school year contract with the District for the fourth or subsequent consecutive school year may appeal summative performance ratings of "Unsatisfactory" or "Ineffective" contained in personnel evaluations conducted pursuant to O.C.G.A. § 20-2-210.
3. **Appeals:**
 - a. **Level 1:**
 - (1) A copy of the Annual Evaluation Appeal Form, a copy of the employee's annual evaluation, and any supporting documentation must be submitted to the Principal/Supervisor within 10 calendar days of the Annual Evaluation Conference.
 - (2) The Principal/Supervisor shall respond in writing within 10 calendar days of receipt of the Appeal.
 - b. **Level 2:**
 - (1) If the original evaluation is upheld, a Level 2 Appeal may be submitted to the Supervisor of Evaluations.
 - (2) The employee should submit a new Annual Evaluation Appeal Form along with all required documentation (original Appeal Form, annual evaluation, response letter from Principal/Supervisor) to the Supervisor of Evaluations within 5 calendar days of the Principal/Supervisor response.
 - (3) The Supervisor of Evaluations, the Chief Human Resources Office, and Level Assistant Superintendent (if applicable) will review the appeal and provide a written response within 10 calendar days.
 - (4) The decision of this body is final.

Adopted: 9/23/82
 Revised: 7/1/88; 6/27/91; 9/22/94; 3/28/96; 07/25/96; 2/22/01
 Reclassified an Administrative Rule: 9/1/04
 Revised: 11/14/07; 8/13/08; 1/13/10
 Revised and re-coded: 7/19/12 (Previously coded as Administrative Rule GCO)
 Revised: 7/16/14; 4/15/15; 1/26/17; 10/11/17; 7/1/18; 7/1/21

Legal Reference
 O.C.G.A. 20-2-200 Regulation by Professional Standards Commission (PSC); certification requirements; effect of unsatisfactory evaluation
 O.C.G.A. 20-2-210 Annual Performance Evaluation
 Rule 160-5-1-.37 Teacher and Leader Evaluations