

Policy GCO Evaluation of Administrative Staff

Issued 2/06

Purpose: To establish the basic structure for evaluation of administrators in Charleston County School District to ensure accountability.

The appropriate personnel shall evaluate the performance of every administrator fairly and on a periodic basis in an effort to improve the quality of all work performance.

The superintendent shall enforce the rules, regulations and procedures necessary for conducting an efficient, effective program of evaluation in accordance with state laws and regulations.

The elements of the performance evaluation program are as follows.

- Every employee is informed of the criteria by which his/her performance is evaluated.
- Every employee has the right to receive the results of his/her performance evaluation in writing.

The evaluation may include testing of current and future employees to ensure that all administrators are proficient in basic reading, mathematics and writing skills. The testing program may include, but not be limited to, the use of the Teacher Test of Language Skills when its use is appropriate to the performance concern of the supervisor.

~~Teacher and Employee Retention Incentive Program (TERI) program participants are subject to the same evaluation requirements as a regular employee. Therefore, participation in the program does not guarantee employment for the duration of the program period.~~

Principal evaluation

At a minimum, Charleston County School District shall use statewide standards and procedures adopted by the state board of education to evaluate all principals at least once every three years. The superintendent may add standards and criteria as established by the board and/or by the principal and superintendent in collaboration.

Charleston County School District shall establish a professional development plan based on the principal's strengths and weaknesses and taking into consideration the school's strategic plan for the purpose of improving the principal's performance.

If a principal receives an unsatisfactory rating, the district must evaluate him/her again within one year. Adopted 2/22/82; Revised 5/26/86, 4/13/92, 12/11/00, 2/13/06

Legal references:

S.C. Code, 1976, as amended:

[Section 59-24-40](#) - Evaluation of and performance standards for school principals.

State board of Education Regulations:

[R-43-165.1](#) - Program for Assisting, Developing and Evaluating Principal Performance.

Charleston County School District
