



Policies and Regulations

School Board of the City of Virginia Beach
Regulation 4-62.1

PERSONNEL

Evaluation: Licensed Personnel

A. Evaluation of Administrative/Supervisory Personnel Other Licensed Personnel

1. Orientation

The evaluation process and procedure will be reviewed with staff members.

2. Schedule of Evaluation (Minimum Evaluation Cycle)

- a. During the first three years of service in these positions, the employee will be evaluated annually.
- b. Employees with three (3) or more years of experience in these positions within the school division will receive an evaluation every two years.
- c. An individual may request additional evaluations.
- d. Employees may receive an evaluation if on a continuing contract and it is not their year to be evaluated

B. Evaluation of Teaching Personnel

1. Orientation

The evaluation process and procedure will be reviewed with teachers.

2. Schedule of Evaluations

a. First Year Probationary Teachers (P-1)

- (1) By November 1 - First observation completed.
- (2) By January 15 - Second observation completed.
- (3) By the last day of the first semester - Interim Evaluation completed using the Teacher Evaluation Instrument. Submit to Department of Human Resources.
- (4) By March 1 - Third observation completed.
- (5) By April 1 - Summative Evaluation completed using the Teacher Evaluation Instrument. Submit to Department of Human Resources.

b. Second Year Probationary Teachers (P-2)

- (1) By January 15 - First observation completed.
- (2) By last day of first semester - Interim Evaluation completed using the Teacher Evaluation Instrument. Submit to Department of Human Resources.
- (3) By April 1 - Second observation completed.
- (4) By April 1 - Summative Evaluation is completed using the Teacher Evaluation Instrument. Submit to Department of Human Resources.

c. Third Year Probationary Teachers (P-3)

- (1) By April 1 - Observation completed.
- (2) Prior to last ten teacher workdays - Summative Evaluation completed using the Teacher Evaluation Instrument. Submit

to Department of Human Resources.

d. Probationary to Continuing Contract Teachers (PC-C)

- (1) By April 2 – Observation completed using Summative Evaluation form.
- (2) Prior to last ten teacher workdays – Summative Evaluation is completed using the Teacher Evaluation Instrument. Submit to Department of Human Resources.

e. Continuing Contract Teachers (CE-even year) or CO-odd year)

- (1) By May 15 - One written observation completed.
- (2) Every two years (prior to last ten teacher workdays) - Summative Evaluation is completed using the Teacher Evaluation Instrument. Submit to Department of Human Resources.

f. Special Probationary Teachers

- (1) Within six weeks of beginning date of probation - one observation.
- (2) Within one month following first observation - Interim Evaluation completed using the Teacher Evaluation Instrument. Submit to Department of Human Resources.
- (3) Within six teaching weeks of cumulative evaluation - second observation completed.
- (4) Within six weeks after second observation - Summative Evaluation completed using the Teacher Evaluation Instrument. Submit to Department of Human Resources.

Approved by Superintendent: July 16, 1991

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