

EVALUATION OF SUBSTITUTE EMPLOYEES

It is the belief of the McDowell County Board of Education that all employees want to perform efficiently and effectively. In an attempt to assist substitute teachers and service personnel as well as administrators to monitor the performance provided in a substitute setting, evaluations will be conducted to offer feedback and support.

Substitutes in a position for 31 or more consecutive days are considered "long-term", and are evaluated according to WV Policy 5310. All other substitutes will be evaluated using the *Substitute Teacher Evaluation Form* or the *Substitute Service Evaluation Form*.

All substitute evaluations are to be forwarded to the Personnel Office and can be made available to the substitute upon request. Substitutes rated as unsatisfactory will be provided a copy of the evaluation and given an opportunity to respond. After a substitute has received two unsatisfactory evaluations, McDowell County Schools will notify the employee and assign professional development designed to give the employee needed support to improve job performance. A substitute receiving three unsatisfactory evaluations will be subject to termination.

Adoption Date: August 19, 2019