1.0 PURPOSE:

1.1 This document defines the process used for evaluating the performance of selected school-based employees to ensure that Baltimore County Public Schools is staffed to raise the quality of instruction and educational service to the children of our community; raise the standards of the teaching and education profession as a whole; aid the individual employee to grow professionally; ensure quality control and appraisement of job performance results to all employees.

1.2 This process supports BCPS Blueprint for Progress Performance Goal(s): 3

2.0 SCOPE:

2.1 This process begins with initial hiring of selected school-based employees and is consistent with all applicable articles in the Annotated Code of Maryland, Board of Education Policies, Superintendent Rules, and Master Agreements.

2.2 The process is on-going and is designed to ensure the effectiveness of employee performance, to generate professional growth, and to support the maintenance of a competent workforce in all schools.

2.3 An employee receiving their performance appraisal evaluation from a principal shall be given appropriate assistance and a reasonable period of time to show improvement before termination for incompetence should be recommended.

3.0 RESPONSIBILITY AND AUTHORITY:

3.1 Process Responsibility: The Assistant Superintendent of the Department of Human Resources and the Manager for the Office of Staff Relations serve as the process owners who have final authority on all process activities and requirements.

3.2 Document Approval Authority: The Superintendent has final authority to approve the issue and/or changes to this document.

4.0 TERMS AND DEFINITIONS:

4.1 BCPS – Baltimore County Public Schools

4.2 DPD – Department of Professional Development

4.3 HR – Department of Human Resources
4.4 Master Agreements – Separate collective bargaining agreements that cover employees eligible for union membership and establish general terms of employment.

4.5 OSR – Office of Staff Relations

4.6 School-based Employees – Those employees where a principal has direct responsibility to conduct performance evaluations to ensure the achievement of the necessary competence to perform work assignments.

5.0 PROCEDURE:

5.1 Each year, the OSR conducts appraisal procedure training seminars on school-based employee evaluation policies and procedures with new principals and assistant principals in collaboration with the Department of Professional Development (DPD).

5.2 The OSR will notify all principals of any changes to the Master Agreements regarding the employee appraisal procedures. Any such changes to the Master Agreements are also made available electronically to all staff.

5.3 The OSR acts as a resource to school principals regarding the appraisal procedures if questions or problems arise in conducting employee evaluations.

5.4 The OSR reviews the methods and documents related to the appraisal procedure with principals and area assistant superintendents to determine whether additional training or appraisal procedures clarification is needed on the current appraisal manuals. Suggested changes to the policies and procedures may also be discussed.

5.5 HR maintains results of employee appraisals in personnel files.

5.6 OSR assists in providing advice to principals and Area Assistant Superintendents on actions available to achieve necessary competence for those employees rated Unsatisfactory. See also: School-based Employee Discipline Process.
6.0 FLOWCHART:

School-based Employee Appraisal Process

- **5.1 OSR conducts appraisal procedures training seminars**

- **5.2 OSR notifies principals and staff of changes to Master Agreements or appraisal procedures**

- **5.3 OSR advises principals on appraisal procedure questions or completion issues**

- **5.4 OSR reviews appraisal procedures to identify training, documentation, and modification needs**

- **5.5 HR maintains employee, appraisal results in personnel files**

- **5.6 OSR assists in recommending appropriate action for Unsatisfactory performance ratings**

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**5.5 School-based Employee Discipline Process**
BALTIMORE COUNTY PUBLIC SCHOOLS
Quality Management System

“School-based Employee Appraisal Process”

7.0 PROCESS MONITORING AND MEASUREMENT METHODS:

<table>
<thead>
<tr>
<th>Process Objective(s)</th>
<th>Information or Data Collected</th>
<th>Review/Report Cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting standards listed in the Evaluation of Teacher</td>
<td>Goals; informal and formal observations of performance</td>
<td>Annually</td>
</tr>
<tr>
<td>Progress document</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Competent workforce</td>
<td>Overall ratings of Satisfactory or Unsatisfactory in Evaluation</td>
<td>Annually</td>
</tr>
<tr>
<td></td>
<td>of Teacher Progress forms</td>
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8.0 ASSOCIATED DOCUMENTS:

8.1 Manuals for the Appraisal of Staff
8.2 Evaluation document template forms
8.3 Keys to Successfully Implementing the Appraisal Process
8.4 The Evaluation of Teacher Progress

9.0 RECORD RETENTION TABLE:

<table>
<thead>
<tr>
<th>Identification</th>
<th>Responsibility</th>
<th>Where Stored</th>
<th>Protection</th>
<th>Retention</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed evaluations</td>
<td>HR Assistant</td>
<td>Stored in hard copy in employee personnel files and</td>
<td>Locked files back-up on “HR” drive</td>
<td>Permanent</td>
<td>N/A</td>
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<tr>
<td></td>
<td>Superintendent</td>
<td>summarized in electronic files</td>
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10.0 DOCUMENT REVISION HISTORY:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description of Revision</th>
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<tbody>
<tr>
<td>06/16/2009</td>
<td>Initial Release</td>
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