

PROFESSIONAL EDUCATORS –

- For the purposes of the Educator Evaluation System, Professional Educators are individuals who play active roles in the evaluation process and within the evaluation system. The term encompasses School Leaders, Classroom Teachers, and School Counselors.

How do Professional Educators actively participate and complete an annual evaluation?

- The vast majority of West Virginia educators will complete all components of the Educator Evaluation System through the WVEIS on the Web online system. Only educators in specific circumstances will use the equivalent alternate evaluation methods. Please contact your employing district central office if you need clarification as to which method you will use.

What circumstances may lead to an educator being evaluated by a method other than the online Educator Evaluation System?

- Alternate evaluation methods are assigned to educators based upon the existence of very specific circumstances. Alternate evaluation methods are considered equivalent to the online method of evaluation.
- Circumstances which may lead to an educator being evaluated by a method other than the online evaluation system include, but are not limited to, the following:
 - » Educator is not assigned to a Home School within the online system.
 - » Educator does not appear on a school's Master Schedule.
 - » Educator is not assigned direct instructional duties as part of his/her daily responsibilities.
 - » Educator is not a Teacher of Record, here defined as an educator responsible for conferring grades to students.

What are the available Alternate Evaluation Methods?

- Paper-based Evaluation Forms: Paper-based evaluation forms mirror the individual evaluation components of the online Educator Evaluation System. These forms are available for use in the evaluation of School Leaders and Classroom Teachers.
- Professional Growth and Development Plan: The Professional Growth and Development Plan requires educators to establish goals for the school year which will lead to the growth and development of the educator's professional practices. Formulating action steps and tracking progress toward achieving the goals are integral parts of this process. The Professional Growth and Development Plan is available for use in the evaluation of School Counselors and Classroom Teachers.

*** Educators who are assigned direct instructional duties as part of their daily responsibilities should use the Paper-based Evaluation method when circumstances dictate that an Alternate Evaluation Method is to be used.*

Are Permanent / Long-Term Substitute Teachers required to be evaluated as part of the Educator Evaluation System?

- Permanent / Long-Term Substitute Teachers are considered professional educators and are expected to perform the duties of a Classroom Teacher. These educators can be evaluated using either the online system or paper-based evaluation method.
- The determination of whether or not Permanent/ Long-Term Substitute Teachers are evaluated is made by administrators at the employing district's central office.
- As a matter of "Best Practices", the West Virginia Department of Education recommends that all Permanent / Long-Term Substitute Teachers are evaluated each year.