

**21 NCAC 30 .0614            MANAGEMENT OF INSTRUCTORS**

- (a) A school shall have written job descriptions with performance standards for each instructional position on its staff.
- (b) A school shall have an employment agreement or contract with each, instructor, whether such instructor works in a full-time or part-time capacity or is an employee or an independent contractor.
- (c) A school shall conduct and document an annual performance review for each instructor.
- (d) A school shall maintain a file for all instructors that shall contain their original application for Board approval with all accompanying documentation, current employment agreement or contract, and annual performance reviews. A school shall keep each file current, with copies of their most recent occupational licenses, certifications, documentation of continuing education, and academic transcripts.

*History Note:*     *Authority G.S. 90-626(9); 90-631;*  
                          *Eff. November 1, 2007;*  
                          *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. November*  
                          *12, 2014.*