

Obion County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Evaluation	Descriptor Code: 5.109	Issued Date: 02/02/04
		Rescinds:	Issued:

1 The evaluation of performance and its effectiveness must be a cooperative and shared endeavor on the
2 part of the director of schools and administrative and supervisory personnel.
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4 The Board shall use a state-approved model for evaluating administrative and supervisory personnel and
5 shall approve standard forms to be used in evaluating support personnel.
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7 The director of schools is responsible for ensuring that all administrative and supervisory personnel are
8 evaluated annually.
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10 **LICENSED TEACHING PERSONNEL**

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12 The Board shall use guidelines developed by the State Board of Education for implementation of an
13 approved evaluation system. Annual evaluation shall be made of apprentice teachers who have not gained
14 tenure and a professional license. Professionally licensed educators will be evaluated at least twice during
15 the life of the license. ¹
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17 If the state-approved model is not used, the Board shall submit to the Commissioner of Education for
18 approval, an evaluation plan with implementation procedures, validation procedures and training plans.
19 The evaluation plan shall be reviewed at least annually for improvement and revision. All changes in the
20 evaluation system shall be submitted by July 1 prior to the proposed implementation year.
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22 The Board shall annually submit for state review and approval, the evaluations and recommendations of
23 all apprentice teachers who are in their **final** apprentice year.² Evaluation deadlines for first and second
24 year apprentice teachers and professionally licensed teachers shall be determined by Board. ³
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26 Teachers shall be evaluated for the following purposes:
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- 28 1. Accountability - to assure that evaluation considers the effectiveness in the classroom and in
29 the school.
- 30 2. Professional Growth - to provide a focus for professional growth in an area(s) which has
31 the greatest capacity for facilitating student performance.
- 32 3. Cohesive School Structure - to increase and focus the dialogue within schools on the goal(s)
33 of improved services to students.⁴
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35 Evaluations will be conducted by a school administrator and/or designee(s). All evaluators shall be trained
36 and certified through state-sanctioned training in the evaluation procedures before conducting evaluations.
37 The principal shall be responsible for the final evaluation decision.⁴
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1 Evaluations shall use multiple data sources which include but are not limited to:

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- 3 1. Classroom or position observations including planning and reflecting information and/or
- 4 review;
- 5 2. Review of previous evaluations and an educator self-assessment;
- 6 3. Conferences;
- 7 4. Examination of professional growth;
- 8 5. Review of indicators of student progress; and
- 9 6. Examination of assessment techniques, results and applications.

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11 As part of the evaluation process, a growth plan shall be developed for all teachers. The plan shall be

12 developed collaboratively by the teacher and the immediate supervisor and/or principal. The plan shall

13 include identified area(s) for growth, action plan, and progress reporting procedures. ⁴

14 **NON-LICENSED PERSONNEL**

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17 Newly hired non-licensed administrative/support personnel shall be evaluated once during the evaluation

18 period (up to 90 days) and at least one (1) additional time following successful completion of the

19 evaluation period during the first year of employment. Support personnel employed for more than one (1)

20 year shall be evaluated at least once a year.

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22 Evaluations shall be used as an aid in improving an employee's performance and as a basis for continuing

23 employment. Evaluation reports shall be discussed with the evaluated employee. Each employee shall be

24 given a copy of the evaluation and shall sign the supervisor's copy as evidence it has been discussed.

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41 **Legal References:**

- 42 1. TRR/MS 0520-2-.1-.01
- 43 2. TRR/MS 0520-2-1.03
- 44 3. TRR/MS 0520-2-1-.02 (1)(c)
- 45 4. TRR/MS 0520-2-.02

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49 **Cross References:**

Job Descriptions 5.103
Orientation and Probation 5.107