

Tennessee School Boards Association

Monitoring: Review: Annually, in February	Descriptor Term: Evaluation	Descriptor Code: 5.109	Issued Date:
		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.

9 10 **LICENSED TEACHING PERSONNEL**

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12 The Board adopts the _____ evaluation model. The director shall draft procedures to ensure that the
13 model is implemented throughout the school system. Additionally, the director shall provide information
14 to all licensed teaching personnel regarding the nature of the evaluation and the grievance procedures
15 prescribed by the Tennessee State Board of Education.^{1,2}

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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~~
20 ~~the evaluation system shall be submitted by July 1 prior to the proposed implementation year.~~

21
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

25
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 the~~
31 ~~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~~
36 ~~trained and certified through state-sanctioned training in the evaluation procedures before conducting~~
37 ~~evaluations. The principal shall be responsible for the final evaluation decision.⁴~~

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39 ~~Evaluations shall use multiple data sources which include but are not limited to:~~

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41 ~~1. Classroom or position observations including planning and reflecting information and/or~~

- 1 ~~— review;~~
- 2 ~~—— 2. Review of previous evaluations and an educator self-assessment;~~
- 3 ~~—— 3. Conferences;~~
- 4 ~~—— 4. Examination of professional growth;~~
- 5 ~~—— 5. Review of indicators of student progress; and~~
- 6 ~~—— 6. Examination of assessment techniques, results and applications.~~

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8 ~~As part of the evaluation process, a growth plan shall be developed for all teachers. The plan shall be~~
 9 ~~developed collaboratively by the teacher and the immediate supervisor and/or principal. The plan shall~~
 10 ~~include identified area(s) for growth, action plan, and progress reporting procedures.⁴~~

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12 **Local Level Grievance Procedure**

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14 The director of schools shall develop procedures, consistent with State law, for processing evaluation
 15 grievances.³

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17 **NON-LICENSED PERSONNEL**

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19 Newly hired non-licensed administrative/support personnel shall be evaluated once during the evalua-
 20 tion period (up to 90 days) and at least one (1) additional time following successful completion of the
 21 evaluation period during the first year of employment. Support personnel employed for more than one
 22 (1) year shall be evaluated at least once a year.

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24 Evaluations shall be used as an aid in improving an employee's performance and as a basis for continuing
 25 employment. Evaluation reports shall be discussed with the evaluated employee. Each employee shall be
 26 given a copy of the evaluation and shall sign the supervisor's copy as evidence it has been discussed.

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43 Legal References:

- 44 1. TRR/MS 0520-2-1-.01
- 45 2. TRR/MS 0520-2-1-.032
- 46 3. ~~TRR/MS 0520-2-1-.02 (1)(c)~~ Tennessee State Board of Education Teacher and Principal Evaluation Policy
- 47 4. TRR/MS 0520-2-1-.02

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Cross References:

- Job Descriptions 5.103
- Orientation and Probation 5.107