

## Decatur County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term:  <b>Evaluation</b>	Descriptor Code: <b>5.109</b>	Issued Date: <b>07/13/17</b>
		Rescinds: <b>5.109</b>	Issued: <b>06/14/01</b>

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. The board shall use a state-  
 3 approved model for evaluating administrative and supervisory personnel and shall approve standard  
 4 forms to be used in evaluating support personnel. The director of schools is responsible for ensuring that  
 5 all administrative and supervisory personnel are evaluated annually.

### 6 **LICENSED TEACHING PERSONNEL**

7 The board adopts the State evaluation model. The director shall draft procedures to ensure that the model  
 8 is implemented throughout the school system. Additionally, the director of schools shall provide  
 9 information to all licensed teaching personnel regarding the nature of the evaluation and the grievance  
 10 procedures prescribed by the Tennessee State Board of Education.<sup>1,2</sup>

#### 11 ***Local Level Grievance Procedure***

12 The director of schools shall develop procedures, consistent with state law, for processing evaluation  
 13 grievances.

### 14 **NON-LICENSED PERSONNEL**

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

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

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Legal References

1. TRR/MS 0520-02-.01-.01
2. TRR/MS 0520-02-01-.02

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Cross References

- Job Descriptions 5.103  
 Orientation and Probation 5.107