

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term:  <b>Evaluation</b>	Descriptor Code: <b>5.109</b>	Issued Date: <b>06/02/14</b>
		Rescinds:	Issued:

1 The evaluation of performance and its effectiveness must be a cooperative and shared endeavor on the  
2 part of the Superintendent and administrative and supervisory personnel.

3 The Board shall use a state-approved model for evaluating administrative and supervisory personnel  
4 and shall approve standard forms to be used in evaluating support personnel.

5 The Superintendent is responsible for ensuring that all administrative and supervisory personnel are  
6 evaluated annually.

## 7 **LICENSED TEACHING PERSONNEL**

8 The Board shall use guidelines developed by the Tennessee State Board of Education for  
9 implementation of an approved evaluation system of licensed teaching personnel.  
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11 The Board adopts the *TEAM (Tennessee Educator Acceleration Model)* evaluation model. The  
12 director shall draft procedures to ensure that the model is implemented throughout the school system.  
13 Additionally, the Superintendent shall provide information to all licensed teaching personnel regarding  
14 the nature of the evaluation and the grievance procedures prescribed by the Tennessee State Board of  
15 Education.<sup>1</sup>

## 16 ***Local Level Grievance Procedure***

17 The Superintendent shall develop procedures, consistent with State law, for processing evaluation  
18 grievances.<sup>2</sup>

## 19 **NON-LICENSED PERSONNEL**

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

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

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Legal References

1. TRR/MS 0520-02-.01-.01; TRR/MS 0520-02-01-.02
2. TRR/MS 0520-02-.01-.01(4)