

Kingsport City Schools

Monitoring: Review: Annually, in February	Descriptor Term: Evaluation	Descriptor Code: 5.109	Issued Date: 06/06/13
		Rescinds:	Issued:

1 The superintendent of schools is responsible for ensuring that all personnel are evaluated.

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3 **LICENSED TEACHING PERSONNEL**

4 The Board adopts the State evaluation model. The superintendent shall draft procedures, including a
5 grievance procedure consistent with State law, to ensure that the model is implemented throughout the
6 school system. Additionally, the superintendent shall provide information to all licensed teaching
7 personnel regarding the nature of the evaluation and the grievance procedures prescribed by the
8 Tennessee State Board of Education.^{1,2}

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11 **NON-LICENSED PERSONNEL**

12 Non-licensed personnel shall be evaluated at least once a year. Evaluations shall be used as an aid in
13 improving an employee's performance and as a basis for continuing employment. Evaluation reports
14 shall be discussed with the evaluated employee. Each employee shall be given a copy of the evaluation
15 and shall sign the supervisor's copy as evidence it has been discussed.
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31 Legal Reference:
32 TRR/MS 0520-2-.1-.01
33 TRR/MS 0520-2-1.03
34 TRR/MS 0520-2-1-.02
35 TCA 49-5-5202
36 TCA 49-5-5205
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