

Hancock County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Evaluation	Descriptor Code: 5.109	Issued Date: 06/04/15
		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. The Board shall use a
3 state-approved model for evaluating administrative and supervisory personnel and shall approve
4 standard forms to be used in evaluating support personnel. The director of schools is responsible for
5 ensuring that 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
8 model 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.^{1,2}

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
16 evaluation period (up to 90 days) and at least one (1) additional time following successful completion
17 of the evaluation period during the first year of employment. Support personnel employed for more
18 than one (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.

Legal References

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

Cross References

- Job Descriptions 5.103
Orientation and Probation 5.107