

Hardin County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Evaluation	Descriptor Code: 5.109	Issued Date: 12/12/11
		Rescinds: 5.109	Issued: 11/04/02

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.

3
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.

6
7 The director of schools is responsible for ensuring that all administrative and supervisory personnel are
8 evaluated annually.

9 10 **LICENSED TEACHING PERSONNEL**

11
12 The Board adopts the TAP 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}

16 17 **Local Level Grievance Procedure**

18
19 The director of schools shall develop procedures, consistent with State law, for processing evaluation
20 grievances.³

21 22 **NON-LICENSED PERSONNEL**

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

28
29 Evaluations shall be used as an aid in improving an employee's performance and as a basis for continuing
30 employment. Evaluation reports shall be discussed with the evaluated employee. Each employee shall be
31 given a copy of the evaluation and shall sign the supervisor's copy as evidence it has been discussed.

32 33 34 35 36 **Legal References:**

- 37 1. TRR/MS 0520-2-.1.01
- 38 2. TRR/MS 0520-2-1-.03
- 39 3. Tennessee State Board of Education Teacher and
40 Principal Evaluation Policy

32 33 34 35 36 **Cross References:**

- 37 Job Descriptions 5.103
- 38 Orientation and Probation 5.107