

Weakley County Board of Education



Monitoring:

Descriptor Term:

Evaluation

Descriptor Code:

5.109

Issued Date:

2/5/2015

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2 The evaluation of performance and its effectiveness must be a cooperative and shared endeavor
3 on the part of the director of schools and administrative and supervisory personnel.
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5 The Board shall use a state-approved model for evaluating administrative and supervisory
6 personnel and shall approve standard forms to be used in evaluating support personnel.
7

8 The director of schools is responsible for ensuring that all administrative and supervisory
9 personnel are evaluated annually.
10

11 **LICENSED TEACHING PERSONNEL**

12
13 The Board adopts the TDOE evaluation model. The director shall draft procedures to ensure that
14 the model is implemented throughout the school system. Additionally, the director shall provide
15 information to all licensed teaching personnel regarding the nature of the evaluation and the
16 grievance procedures prescribed by the Tennessee State Board of Education.¹
17

18 **Local Level Grievance Procedure**

19
20 The director of schools shall develop procedures, consistent with State law, for processing
21 evaluation grievances.
22

23 **NON-LICENSED PERSONNEL**

24
25 Newly hired non-licensed administrative/support personnel shall be evaluated once during the
26 evaluation period (up to 90 days) and at least one (1) additional time following successful
27 completion of the evaluation period during the first year of employment. Support personnel
28 employed for more than one (1) year shall be evaluated at least once a year.
29

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

Legal Reference:

¹ TRR/MS 0520-2-1-.01

Cross References:

5.103 Job Descriptions
5.107 Orientation and Probation