

Houston County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Evaluation	Descriptor Code: 5.102	Issued Date: 07/08/13
		Rescinds: 5.102	Issued: 08/08/11

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

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

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

LICENSED TEACHING PERSONNEL

The Board adopts the TEAM evaluation model. The director shall draft procedures to ensure that the model is implemented throughout the school system. Additionally, the director shall provide information to all licensed teaching personnel regarding the nature of the evaluation and the grievance procedures prescribed by the Tennessee State Board of Education.^{1,2,3} Professionally licensed educators will be evaluated at least annually.¹ Records containing the results of individual teacher evaluations shall be treated as confidential and not open to the public.⁴ The exact number of evaluation observations shall be in accordance with State law and State Board of Education policies, rules and regulations.

Local Level Grievance Procedure

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

NON-LICENSED PERSONNEL

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

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

GENERAL GUIDELINES ¹

The primary purpose of annual teacher and principal evaluations is to identify and support instruction that will lead to high levels of student achievement.

Evaluations will be used to inform human capital decisions, including, but not limited to individual and group professional development plans, hiring, assignment and promotion, tenure and dismissal, and compensation.

Annual evaluations will differentiate teacher and principal performance into five effectiveness groups according to the individual educator's evaluation results. The five effectiveness groups are: significantly above expectations, above expectations, at expectations, below expectations, and significantly below expectations.

Legal References:

1. TRR/MS 0520-2-1-.01
2. TRR/MS 0520-2-1-.02
3. TRR/MS 0520-2-1-.01(4)
4. TCA 10-7-504

Cross References:

Job Descriptions 5.103
Orientation and Probation 5.107
Teacher and Principal Evaluation
Grievance Procedure 5.1091