

Bartlett City Board of Education		5010
Descriptor Term: EVALUATION OF PERSONNEL	Descriptor Code: Personnel	Issue Date: 03/27/2014
	Rescinds:	Revised:

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

3 The Superintendent is responsible for ensuring that all administrative and supervisory personnel
4 are evaluated annually.

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

9 Licensed Teaching Personnel

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

15 Non-Licensed Personnel

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

20 Local Level Grievance Procedure

21 The Superintendent shall develop procedures, consistent with state law, for processing evaluation
22 grievances.

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