

Houston County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Evaluation	Descriptor Code: 5.109	Issued Date: 06/09/25
		Rescinds:	Issued: 07/08/13

The evaluation of performance and its effectiveness shall 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. The Director of Schools is responsible for ensuring that all administrative and supervisory personnel are evaluated annually.

LICENSED TEACHING PERSONNEL

The Board adopts the State-approved evaluation model for certified personnel. Director of Schools/Designee shall develop procedures to ensure that the model is implemented throughout the school district. Additionally, the Director of Schools/Designee shall provide information to all licensed teaching personnel regarding the nature of the evaluation and the grievance procedures prescribed by the State Board of Education.¹

Local Level Grievance Procedure

The Director of Schools/Designee shall develop procedures, consistent with state law, for processing evaluation grievances.²

NON-LICENSED PERSONNEL

Newly hired, non-licensed personnel 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.

Legal References

1. [TRR/MS 0520-02-01-.01](#); [TRR/MS 0520-02-01-.02](#)
2. [TRR/MS 0520-02-01-.18](#); [State Board of Education Policy 5.201](#)

Cross References

Evaluations of Instructional Programs 4.702
Job Descriptions 5.103
Orientation and Probation 5.107
