

Dickson County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Evaluation	Descriptor Code: 5.109	Issued Date: 07/26/12
		Rescinds: 5.1100	Issued: 5/2009

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.

5
6 The director of schools is responsible for ensuring that all administrative and supervisory personnel are
7 evaluated according to state-established guidelines.

8 9 **TEACHING PERSONNEL**

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11 The Board adopts the State evaluation model. The director/designee shall draft procedures to ensure
12 that the model is implemented throughout the school system. Additionally, the director/designee shall
13 provide information to all licensed teaching personnel regarding the nature of the evaluation and the
14 grievance procedures prescribed by the Tennessee State Board of Education.^{1,2}

15
16 The director of schools shall develop procedures, consistent with State law, for processing evaluation
17 grievances.³

18 19 **NON-LICENSED PERSONNEL**

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

25
26 Evaluations shall be used as an aid in improving an employee's performance and as a basis for continuing
27 employment. Evaluation reports shall be discussed with the evaluated employee. Each employee shall be
28 given a copy of the evaluation and shall sign the supervisor's copy as evidence it has been discussed.

29 30 Legal References:

- 31 1. TRR/MS 0520-2-1-.01
- 32 2. TRR/MS 0520-2-1-.02
- 33 3. Tennessee State Board of Education Teacher and Principal Evaluation Policy

34 35 Cross References:

- 36 Job Descriptions 5.103
- 37 Orientation and Probation 5.107