

Wilson County Board of Education

Policy Description: Evaluation Page 1 of 2	Policy Number: 5.109	Amended Date: 06/04/07
	Rescinds: Classified P. 10	Issued: 08/96

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

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

6
7 The director of schools is responsible for ensuring that all administrative and supervisory personnel are
8 evaluated annually.

9 10 **LICENSED TEACHING PERSONNEL**

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12 It is understood and agreed by the parties that the principle objective of professional evaluation is to maintain
13 and improve the quality of education in the district. It is further understood and agreed that this objective can be
14 most readily achieved by a manifest willingness on the part of the Board and the administration to assist all
15 employees, and especially the less experienced ones, in improving their professional skills.

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17 During the first three (3) weeks of school, each employee to be evaluated shall be informed of the evaluation
18 procedures, criteria and instruments to be used during that school year, and the individual's responsibility for this
19 evaluation.

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21 Evaluations shall be conducted only by a qualified building principal, assistant principal, department chairman,
22 supervisor of instruction, or area specialist in accordance with state guidelines.

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24 Evaluations shall be based only on observations made in person and for a minimum of forty-five (45) consecutive
25 minutes. It is understood that media specialist management observations may consist of observations totaling
26 forty-five (45) minutes. All monitoring or observations of the performance of an employee shall be conducted
27 openly and with the full knowledge of the employee.

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29 Non-tenured employees shall be observed for the purposes of evaluation at least three (3) times during the
30 school year.

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1 These observations shall occur prior to March 15 of each year and shall be scheduled so that no more than one
2 (1) observation is made in any fifteen (15) school day period. For employees hired after January 15th,
3 evaluations must be completed prior to the end of the school year.

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5 Tenured employees shall be observed for the purpose of evaluation within guidelines of the State Board of
6 Education.

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8 A copy of each written observation shall be given to the employee, and a conference shall be held between the
9 employee and the evaluator to discuss the written observation within five (5) days following each observation. A
10 copy of the formal written evaluation shall be given to the employee following the final evaluation. Both parties
11 shall sign the formal written evaluation, and a copy shall be given to the employee. It is understood that the
12 employee's signature does not necessarily mean agreement with the evaluation, but awareness of the content.
13 If any employee feels that this evaluation is incomplete or unjust, the employee may put their observations in
14 writing and have them attached to all copies of the evaluation report. An employee may request and be granted
15 a conference with the evaluator after any classroom observation. No written report shall be submitted to the
16 director of schools, placed in the employee's file, or otherwise acted upon without a prior conference with the
17 employee as indicated above.

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19 As part of the evaluation process, an individual growth plan shall be developed for all teachers. The plan shall
20 be developed collaboratively by the teacher and the immediate supervisor and/or principal. The plan shall
21 include identified area(s) of growth, an action plan and progress reporting procedures.¹

22 23 **NON-LICENSED PERSONNEL**

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25 Newly hired non-licensed administrative/support personnel shall be evaluated one (1) time during the first year of
26 employment. Support personnel employed for more than one (1) year shall be evaluated annually.

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

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¹ TRR/MS 0520-2-1-.03

2. TCA 49-5-5101 et. seq.

3. TRR/MS 0520-1-.2-.01

4. TRR/MS 0520-2-1-.02(1)(c)

5. TRR/MS 0520-2-1-.02