

Millington Board of Education

Monitoring: Review: Annually	Descriptor Term: Evaluation	Descriptor Code: 5.109	Issued Date: 05/05/14
		Rescinds: 5.109	Reviewed/Revised: 03/04/19 04/06/20

1 The evaluation of performance and its effectiveness must be a cooperative and shared endeavor on the
2 part of the ~~D~~irector of ~~S~~chools and administrative and supervisory personnel. The Board shall use a
3 state-approved model for evaluating administrative and supervisory personnel and shall approve
4 standard forms to be used in evaluating support personnel. The ~~D~~irector of ~~S~~chools is responsible for
5 ensuring that all administrative and supervisory personnel are evaluated annually.

6 LICENSED TEACHING PERSONNEL

7 The Board will adopt one of the State evaluation models. The ~~D~~irector of ~~S~~chools shall draft procedures
8 to ensure that the model is implemented throughout the school-~~district~~system. Additionally, the ~~D~~irector
9 of ~~S~~chools shall provide information to all licensed teaching personnel regarding the nature of the
10 evaluation and the grievance procedures prescribed by the ~~Tennessee~~-State Board of Education.^{1,2}

11 *Local Level Grievance Procedure*

12 The ~~D~~irector of ~~S~~chools shall develop procedures, consistent with State law, for processing evaluation
13 grievances.²

14 NON-LICENSED PERSONNEL

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

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

Legal References

1. TRR/MS 0520-02-.01-.01; ~~TRR/MS 0520-02-01-.02~~
2. ~~F TRR/MS 0520-02-01-.01(4)RR/MS-0520-02-01-.02~~

Cross References

- [Evaluations of Instructional Programs 4.702](#)
Job Descriptions 5.103
Orientation and Probation 5.107