

	MURFREESBORO CITY SCHOOL BOARD POLICY		
	Descriptor Term:	Descriptor Number:	Date Adopted:
	EVALUATION OF PROFESSIONAL STAFF	PER 17	4/79
	Revision Adopted:		
	1/89; 8/01		

In order to assure high quality performance of teachers and administrators and to advance the instructional program of the Murfreesboro City Schools, a continuous evaluation program for teachers and administrators shall be established.

Principals or their designees shall evaluate teachers and all other employees in their schools. Supervisors or department heads shall evaluate personnel not directly assigned to a principal. The Director of Schools shall evaluate all principals, management personnel, and any employee who answers directly to the Director of Schools.

Murfreesboro City Schools shall follow the guidelines of the State Model for Local Evaluation for evaluating teachers.

NON-TENURED AND APPRENTICE TEACHERS

An annual evaluation shall be made of non-career ladder educators who have not gained tenure. Annual evaluation shall be made of educators who have not gained tenure and of educators who do not have a professional license. By March 15 annually, local school system evaluations and recommendations of all apprentice teachers, who are in their final apprentice year, shall be submitted for state review and approval.

A copy of the summative evaluation shall be incorporated into the personnel file of each teacher or administrator. Each principal shall maintain evaluation files complete with all written documentation required by the State Model for Local Evaluation.

TENURED TEACHERS

Professionally licensed educators will be evaluated at least twice during the life of the license. Murfreesboro City School evaluators will meet the current minimum state requirements by conducting two evaluations of all tenured professional staff within a ten-year period with the above referenced evaluators having discretion to evaluate staff more than the minimum number of times required. Situations which may call for discretion on the part of principals to evaluate personnel more frequently may include but are not limited to:

1. if scores on the summative evaluation indicate a need for improvement in a particular area;
2. if there has been a significant change in the teaching position, such as a change in grade level, transfer to another school, etc., or

3. if additional feedback, either positive or negative, on teacher performance is needed by either the teacher or the principal for the purpose of further enhancing the instructional program. In keeping with the State Model for Local Evaluation, a copy of the summative evaluation shall be incorporated into the personnel file of each teacher or administrator. Each principal shall maintain evaluation files complete with all written documents required by the State Model for Local Evaluation. In addition, the individual shall receive a signed copy, the signature indicating that the evaluation has been read and discussed.

EVALUATION RECORDS

Personnel evaluations will be kept in teachers' personnel file at the Central Office. The evaluation file shall include all yearly, written service evaluations of professional employees.

Additional evaluative materials such as complaints, suggestions for improvement, observation reports by consultants, and commendations may be placed in the employee's personnel file under the following conditions:

- (a) The comment is signed by the author,
- (b) The employee is notified by the Director of Schools that such comment is available in the Director of School's office prior to placement in the teacher's file, and
- (c) The employee shall have an opportunity to read and initial the material and to offer a written denial or explanation and have it placed with the comment.

Materials may be removed from a teacher's personnel file by mutual agreement of the teacher and the Director of Schools. No removed records shall be destroyed except in compliance with state and federal law.

Legal References:

TRR/MS 0520-1-3-.04(2)
TRR/MS 0520-2-1-.01(2)
TRR/MS 0520-2-1-.02(1)(c)(2)
TRR/MS 0520-2-1-.01(3)

Cross Reference:

MEA Contract, Article 11