

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: EVALUATION OF PROFESSIONAL STAFF	Descriptor No: PER 17	Date Adopted: 4/79
	Reviewed/Revision Adopted: 1/89; 8/01; 10/11	

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

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

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10 Murfreesboro City Schools shall follow the guidelines of a State and Board approved model for
11 local evaluation.

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14 **APPRENTICE/TRANSITIONAL LICENSED TEACHERS**

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16 Apprentice/Transitional licensed teachers shall be evaluated each year with the annual evaluation
17 to be completed by May 15th. These teachers shall be observed six (6) times, and at least three
18 (3) observations shall be formal observations. Three (3) observations must be performed by the
19 principal, and three (3) observations must be performed by the principal or designee, as follows:

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21 The principal shall observe each apprentice/transitional licensed teacher at least three (3) times
22 per year, with two (2) being formal observations and one (1) being an informal observation. In
23 addition to the above three (3) observations, the principal or designee shall observe each
24 apprentice/transitional licensed teacher at least three (3) other times, with one (1) of those being
25 a formal observation and two (2) being an informal.

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27 If any observer who is a principal's designee notes a deficiency during any observation, they
28 shall immediately provide a copy of the observation to the principal.

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30 **PROFESSIONAL LICENSED TEACHERS**

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32 Professional licensed teachers shall be evaluated each year with the annual evaluation to be
33 completed by May 15th. These teachers shall be observed four (4) times, or as often as the
34 principal deems necessary to determine and ensure current competence and effective
35 performance, and with no fewer than two (2) formal observations and two (2) informal

36 observations. Two (2) observations must be performed by the principal and two (2) observations
37 must be performed by the principal or a designee, as follows:

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39 The principal shall observe each professional licensed teacher at least two (2) times per year,
40 with one (1) being a formal observation and one (1) being an informal observation. In addition
41 to the above two (2) observations, the principal or a designee shall observe each professional
42 licensed teacher two (2) times, with one (1) being a formal observation and one (1) being
43 informal.

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45 If any observer who is a principal's designee notes a deficiency during any observation, they
46 shall immediately provide a copy of the observation to the principal.

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49 **EVALUATION RECORDS**

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

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

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- 59 a) The comment is signed by the author,
 - 60 b) The employee is notified by the Director of Schools that such comment is available in the
61 Director of School's office prior to the placement in the teacher's file, and
 - 62 c) The employee shall have an opportunity to read and initial the material and to offer a
63 written denial or explanation and have it placed with the comment.
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65 Materials may be removed from a teacher's personnel file by mutual agreement of the teacher
66 and the Director of Schools. No removed records shall be destroyed except in compliance with
67 state and federal law.

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74 Legal References:

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76 TCA 49-5-5202, 5203 5204, 5205
77 TCA 49-5-5206(b), and 5206(c)
78 TRR/MS 0520-2-1-.02