



Evaluation

Policy Number: 5.109	Monitoring Review: Annually
Effective/Revised Date: June 28, 2023	Signature:
Approved by: Lizzette Gonzalez Reynolds, Commissioner	

The evaluation of performance and its effectiveness shall be a cooperative and shared endeavor on the part of the superintendent and administrative and supervisory personnel. The Achievement School District (ASD) shall use a state-approved model for evaluating administrative and supervisory personnel and shall approve standard forms to be used in evaluating support personnel. The superintendent is responsible for ensuring that all administrative and supervisory personnel are evaluated annually.

LICENSED TEACHING PERSONNEL

Prior to the beginning of each school year, each ASD operator shall choose their own evaluation models and notify the superintendent of their selections. For ASD direct-run schools, employees not evaluated using the teacher evaluation system will be evaluated using the State of Tennessee Performance Management System. Additionally, the Superintendent shall provide information to all licensed teaching personnel regarding the nature of the evaluation and the grievance procedures prescribed by the State Board of Education.¹

Local Level Grievance Procedure

The Director of Schools, or charter management organization, shall develop procedures, consistent with state law, for processing evaluation grievances.²

NON-LICENSED PERSONNEL

Newly hired and existing non-licensed personnel shall be given an Individual Performance Plan (IPP) within 30 days of hire, two interim reviews, and an annual evaluation unless the employee started after June 1st. In this case, the employee's review period will start with the next performance cycle which starts on October 1st, unless otherwise specified by the Department of Human Resources.

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

¹ TRR/MS 0520-02-01-.01; TRR/MS 0520-02-01-.02

² TRR/MS 0520-02-01-.01(4)