

ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

**EVALUATION OF PROFESSIONAL STAFF**

The Director’s staff and department heads receive at least one formal written evaluation annually. Classroom and non-classroom teachers, principals, assistant principals, and other professional supervisors are evaluated in accordance with the plan adopted by CMCSS and Tennessee State Board of Education.

Persons conducting a teacher or principal evaluation and/or observation must complete a training process approved by the Tennessee Department of Education and such process must be conducted by a trainer certified by the Tennessee Department of Education.

In accordance with the Tennessee Code Annotated 49-1-302 and Tennessee State Board Rule 0520-02-01-.01 (4), CMCSS adopted an evaluation grievance procedure to provide a means for evaluated teachers and principals to challenge only the accuracy of the data used in the evaluation and the adherence to the evaluation policies adopted by the State Board of Education.

Implementing Procedures: [HUM-P023](#) Local Evaluation Grievance of Teacher or Principal

Associated Documents: [HUM-F064](#) Teacher/Principal Evaluation Grievance Form

**Revision History:**

<b>Date:</b>	<b>Rev.</b>	<b>Description of Revision:</b>
5/09/05		Initial Release
11/12/09		Reviewed/No changes
7/01/11	A	Added reference to CMCSS and deleted reference to Memorandum of Agreement in last sentence.
6/6/12	B	Update policy with Tennessee Code and CMCSS procedure
4/3/14	C	Added Associated Documents and HUM-F064; updated logo and format
4/2/15		Reviewed, no changes

\*\*\*End of Policy\*\*\*