

**Procedures Handbook**

**Human Resources**

Descriptor Term:

**Evaluation of Certified Personnel**

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**GBI**

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1. The purpose of personnel evaluation is to improve the quality of the educational enterprise through a process of systematized feedback and collaboration.
2. Certified personnel to be formally evaluated include teachers, principals, supervisors, and administrators.
3. Personnel not on tenure will be evaluated formally each year. All newly employed teachers shall serve a minimum three-year term of conditional employment within a five year span before becoming eligible for tenure.
4. Professionally licensed personnel on tenure will be evaluated formally at least twice every 10 years.
5. Apprentice (1, 2, or 3) teachers must be evaluated by the entire process each year prior to being recommended for a professional license (3 years of full evaluation).
6. The Human Resources Department has established an evaluation cycle for each certified employee in an effort to manage evaluation requirements.
7. Evaluation rosters and guidelines will be distributed by the Human Resources Department at the beginning of the school year. Primary and secondary evaluators should review the rosters and contact Human Resources with questions, additions, and/or corrections. Written notification will be sent throughout the year if additional evaluations are needed.
8. Deadlines are critical to evaluation. All dates are established to ensure that Knox County meets all State Department of Education deadlines.
9. Any employee may be formally evaluated whenever deemed appropriate by the primary or secondary evaluator. Evaluation requests must be submitted in writing to the Human Resources Department by the immediate supervisor. This is typically done prior to the closing of school for the following school year.
10. During the first month of the school year, each employee will become thoroughly familiar with the evaluation procedures and instruments. Administrators will be held accountable for this important responsibility.