

GENERAL REQUIREMENTS FOR SHELBY COUNTY SCHOOLS

NUMBER OF REQUIRED OBSERVATIONS

Pre-Tenured Educators: Pre-tenured educators are those who have not met the requirements for tenure under TCA#49-53-503. Pre-tenured educators must complete an evaluation cycle under the Comprehensive Assessment Model appropriate to their level of certification each year until attaining tenure.

First-Year Educators: First-year educators are teachers who have no prior experience and, therefore, are completing their first year of teaching. First-year educators must complete an evaluation cycle of three observations under the Comprehensive Assessment Model. **One of these observations shall be unannounced.**

Apprentice Educators: Apprentice Educators are those who are in their second through third year of teaching. Apprentice educators must complete an evaluation cycle of three observations each year under the Comprehensive Assessment Mode. **One of these observations shall be unannounced.**

Professionally Licensed Educators: Professionally licensed educators are those who have a professional license. These educators may be evaluated under either the Comprehensive Assessment or Focused Assessment Model. One cycle is to be completed during the first five years of the license, and one cycle, is to be completed during the second five years of the license. Those educators being evaluated under the Comprehensive Assessment Model must complete an evaluation cycle of two observations. **One of these observations shall be unannounced.**

Exception: Pre-tenured educators must be evaluated each year of employment until attainment of tenure under the Comprehensive Assessment Model.

Out-of State Educators (OOSTT): Out-of State educators hold out-of-state experience and do not hold a Professional License. These educators must complete an evaluation cycle of three observations each year under the Comprehensive Assessment Model until the Professional License is attained. **One of these observations shall be unannounced.**

EVALUATORS

A RELATIVE OF AN EVALUATEE MAY NOT SERVE AS HIS/HER EVALUATOR.

ELEMENTARY SCHOOLS

In elementary and middle schools, the evaluation team shall consist of the Principal and Assistant Principal.

In schools where there are an unusual number of teachers to be evaluated, additional assistance may be requested. Requests for assistance shall be directed to the Assistant Superintendent of Curriculum & Accountability or his/her designee.

SECONDARY SCHOOLS

In secondary schools, the Vice-Principal shall have primary responsibility for teacher evaluation. Assistant Principals shall assist when needed. The Principal must evaluate the teacher if the Principal does not agree with the Vice-Principal's assessment.

In schools where there are an unusual number of teachers to be evaluated, additional assistance may be requested. Requests for assistance shall be directed to the Assistant Superintendent of Curriculum & Accountability or his/her designee.

TRAINING OF EVALUATORS

All new evaluators shall receive training through trainers licensed by the State Department of Education.

ITINERANT TEACHERS

The Principal/Vice-Principal at the base school is responsible for the evaluation of itinerant teachers.

UNANNOUNCED OBSERVATIONS

Unannounced observations should not be conducted at a time when the regular class period is being affected by interruptions such as school pictures, field trips, assemblies, etc.

REMEDIATION

A Principal or Vice-Principal may initiate an extraordinary formal evaluation for any teacher at any time he/she feels that an assessment of the teacher's performance is warranted.

Any teacher whose performance is rated "unsatisfactory" on any competency must be placed under the Shelby County Schools Plan of Assistance. The Assistant Superintendent of Human Resources shall be notified of any teacher placed under such a plan.

RETENTION OF RECORDS

Storage of all evaluation records is the responsibility of the Principal of the school where the teacher or administrator is based. All evaluation materials must be retained at the school for twenty-one (21) years.

TRANSFER OF RECORDS

Evaluation records of teachers who transfer out of the building must be forwarded to the receiving Principal no later than September 1 of the current year.