

LEBANON SPECIAL SCHOOL DISTRICT  
**EDUCATOR PERFORMANCE ASSESSMENT**

**PURPOSE:**

Pursuant to Public Chapter No. 376, House Bill 472, of Public Acts, 2007, Section 10, Tennessee Code Annotated, Section 49-5-5205, Principals are to conduct a performance assessment two times within a five-year period for each educator in the principal's school. This process provides principals with a tool that incorporates the domains of the approved Framework for Evaluation and Professional Growth and is designed to review data collected over time on individual educators. It further incorporates the Future Growth Plan from the educator's most recent formal evaluation to maintain a focus on areas to be strengthened and allows for ongoing professional growth. It is designed to insure a focused effort on specific areas of improvement that directly impact student achievement and overall success.

**DIRECTIONS:**

1. During the year of the performance assessment, the educator should be informed that the principal and/or a designee will be conducting a performance assessment which includes a written assessment that will become part of the educator's personnel file.
2. The educator should be provided access to the Tennessee performance standards, review his/her most recent Future Growth Plan, and complete the "Self-Reflective Assessment" statement on the Lebanon Special School District Educator Performance Assessment form.
3. The principal/designee shall review the educator's most recent Future Growth Plan and "Self-Reflective Assessment" statement.
4. Performance assessment data shall be collected from a variety of informal data sources including, but not limited to: walk throughs, parent/educator conferences, written reports/records, PIT meetings, grade level/team meetings, staff meetings, committee meetings, SIP process, etc. Notations regarding information obtained through the data sources shall be documented in the "Evaluator Performance Assessment" section of the Lebanon Special School District Educator Performance Assessment form. All comments must be related to the performance standards.
5. During a minimum of one conference, the assessment data shall be discussed by the principal/designee and educator. "Areas of Strength" and "Areas to Strengthen" shall be documented. Recommendations shall also be made by the evaluator and an opportunity for comments provided to the educator during this conference.
6. The principal/designee will evaluate the outcomes of the previous Future Growth Plan and results of this performance assessment to assist the educator in completing an updated Future Growth Plan. Additional conferences may be held as needed to complete this process.
7. All documents shall be signed and placed in the educator's personnel file. The educator shall receive a copy of the Lebanon Special School District Educator Performance Assessment form. The educator's signature indicates that the conference has been held and does not indicate agreement with the findings. If the educator elects not to sign the form, the principal should secure a witness signature which reflects that the educator was a participant in the conference, had an opportunity to respond in writing, and received a copy of the form.