

## **Policy: GCOA**

### **SUPERVISION AND EVALUATION OF PROFESSIONAL STAFF**

A well-planned and systematic program of supervision and evaluation of performance tied to educational outcomes is vital to the ongoing improvement of the instructional program. Through this policy, the Board seeks to ensure that sufficient administrative time and energy are expended to supervise our teaching staff through observation and assistance, and evaluate our teaching results using standardized measurements and assessments. The supervision and evaluation program shall address all aspects of teaching performance and recognize that the fulfillment of student needs is of primary importance.

The Board believes that appraisal of teacher performance should:

- A. Provide a systematic process that will, on a continuing basis, enable staff to measure and improve the effectiveness of their instructional services,
- B. Provide the opportunity for all staff members to analyze their own strengths and weaknesses as they relate to the instructional process and give staff the ability to discuss the contribution they have made to the District objectively with their supervisors,
- C. Provide an evaluation process that administrators can use to assist staff in developing professional objectives and increasing personal competencies relating to instruction and their professional responsibilities,
- D. Provide administrators with a process for developing and making recommendations concerning staff assignments and employment, when appropriate.

The Superintendent or his or her designee shall be responsible for development, implementation and periodic review of a comprehensive program of supervision and evaluation. The program shall provide for minimum standards for the number and frequency of formal performance reviews, with the understanding that probationary staff members require closer support and more frequent performance reviews.

- A. Evaluative criteria shall be in written form and made permanently available to the staff member,
- B. Evaluations shall be made by an immediate supervisor or administrator,
- C. Evaluations will include a self-evaluation component,
- D. Results of the evaluations shall be put in writing and shall be discussed with the staff member,
- E. The staff member being evaluated shall have the right to attach a memorandum to the written evaluation,
- F. Results of all evaluations shall be kept in confidential personnel files maintained at the Central Office.

In keeping with the Board's goal of employing the best-qualified staff to provide quality education for

all students, all staff members are expected to participate fully in the process of evaluation, self-appraisal and continuous improvement of professional skills.

While supervision and evaluation policies and procedures are not negotiable in collective bargaining, the Superintendent is to seek appropriate involvement of staff in the development and periodic review of the supervision and evaluation program.

Legal Reference: 20-A MRSA 1055, 13802  
Ch. 125 4.02(E)(3), 8.08 (Me. Dept. of Ed. Rule)

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