

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. It is the Board's/designee's responsibility to ensure that sufficient administrative time and energy are expended to supervise (observe and assist) and evaluate (measure and assess) teachers. The evaluation program shall address all aspects of teaching performance and recognize that the fulfillment of student needs is of primary importance.

The Superintendent shall be responsible for overseeing the development, implementation and periodic review of the district's approved Performance Evaluation Professional Growth (PEPG) plan. The program shall be based on the approved teaching standards found in the district's PEPG plan. Professional staff will be evaluated according to their Summative Effectiveness Rating or SER. Staff with a Highly Effective or Effective rating will be observed a minimum of six times over a three year period of time. Staff who receive a partially effective SER will be observed a minimum of six times over the course of a two year period of time. Staff who receive an ineffective SER will be placed on a direct improvement plan according to the district's PEPG plan. Probationary teachers will be evaluated a minimum of two times during each of their first three years of employment.

The district's PEPG plan involves three criteria that are used in determining a staff members SER.

For more information on SERs and each of the three components, please see our district's PEPG plan/handbook.

All summative evaluations will meet the following five criteria:

- A. Criteria used for evaluation shall be in written form and made permanently available to the teacher;
- B. Evaluations shall be made by an immediate supervisor/administrator, or by other person(s) designated by the Superintendent;
- C. Results of the evaluations shall be put in written format and shall be discussed with the teacher;
- D. The teacher being evaluated shall have the right to attach a memorandum to the written evaluation; and
- E. Results of all evaluations shall be kept in confidential personnel files maintained at the Superintendent's office.

All individual observations that are used in the evaluation process can be printed and signed and provided to the staff member upon their request.

In accordance with Chapter 180, the district has submitted an approved PEPG (Performance Evaluation, Professional Growth) plan and has completed the pilot process. All non-probationary staff are scheduled to have an initial SER by the summer of 2019 in accordance with the RSU 56 approved plan.

The performance evaluation and growth system must be approved by the Board.

In keeping with the Board's goal of employing the best qualified staff to provide quality education for all students, all teachers are expected to participate fully in the evaluation process, self-appraisal and continuous improvement of professional skills according to PEPG evaluation.

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, 13201; 13701-13706, 13802
 Me. Dept. of Ed. Rule Ch. 125 §§ 4.02(E) (3), 8.08

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