GCOA – Supervision and Evaluation of Professional Staff

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. It is the Board's responsibility to ensure that sufficient administrative time and energy are expended to supervise (observe and assist) and evaluate (measure and assess) professional staff. The evaluation program shall address all aspects of teaching and leadership 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 a comprehensive program of supervision and evaluation, which shall be adopted by the Board. The program shall provide minimum standards for the number and frequency of formal performance reviews, with the understanding that probationary professional staff require closer support and more frequent performance reviews. Probationary professional staff shall in any event be evaluated at least once in each year of their probationary employment.

A. Criteria used for evaluation shall be in written form and made permanently available to the professional staff;

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 writing and shall be discussed with the professional staff;

D. The professional staff being evaluated shall have the right to attach a memorandum to the written evaluation; and

E. Results of all summative evaluations shall be kept in confidential personnel files maintained at the Superintendent's office.

In accordance with Maine's Educator Effectiveness law (20-A MRSA § 13701-13706, the Board, through this policy, approves the Performance Evaluation and Professional Growth Plan (PE/PG) for MSAD 35's teachers and principals.

In keeping with the Board’s goal of employing the best qualified staff to provide quality education for all students, all professional staff are expected to participate fully in the evaluation process, 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, 13201; 13701-13706, 13802

Me. Dept. of Ed. Rule Ch. 125 §§ 4.02(E) (3), 8.08

Cross Reference:

GCOA-R Supervision and Evaluation of Professional Staff Procedures

Policy Adopted: October 18, 2006

Policy Revised: July 14, 2010 and June 20, 2018, June 17, 2020; October 16, 2024

Policy Reviewed: November 17, 2021

Revision #4
Created 2022-03-17 14:40:17 UTC by Reilly Greenlaw
Updated 2024-12-04 18:18:32 UTC by Rebekah Williams