

SUPERVISION AND EVALUATION OF PROFESSIONAL STAFF		File: GCOA
Section: G Personnel	Adopted: 02/2/12 Revised: 01/29/14	Last Revised: 10/2018

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) teachers. The evaluation program shall address all aspects of teaching performance and recognize that the fulfillment of student needs is of primary importance.

The Executive Director shall be responsible for the development, implementation and periodic review of a comprehensive program of supervision and evaluation, which shall be reviewed and adopted by the Board. The program shall provide minimum standards for the number and frequency of formal performance reviews, with the understanding that probationary teachers require closer support and more frequent performance reviews. Probationary teachers shall in any event be evaluated during, but not limited to, their second year of employment.

- 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 Executive Director
- C. Results of the evaluations shall be put in writing 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 Executive Director’s office.

MECDHH/GBSD will employ a performance evaluation and growth system that is consistent with the requirements of Maine’s Educator Effectiveness Act (20-MRSA § 13701-13706) and applicable Maine Department of Education rules.

The performance 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.

While supervision and evaluation policies and procedures are not negotiable in collective bargaining, the Executive Director 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; 13802
Ch. 125 §§ 4.02(E) (3), 8.08 (Me. Dept. of Ed. Rule)

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