

Supervision and Evaluation of Professional Staff

A well planned and systematic system of supervision and evaluation of performance tied to educational outcomes is vital to the ongoing improvement of the instructional program. It is the RSU 40 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 system will address all aspects of teaching performance.

The system will 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 will in any event be evaluated at least once in each year of their probationary employment.

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

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 skill.

While supervision and evaluation policies 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 M.R.S. §§ 1055, 13201; 13701-13706; 13802

This is a required policy.

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