

JAY SCHOOL DEPARTMENT
NEPN/NSBA Code: GCN

SUPERVISION AND EVALUATION OF PROFESSIONAL STAFF

It is recognized that 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 incumbent upon this School Committee to ensure that sufficient administrative time and energy are expended to supervise (observe and assist) and evaluate (measure and assess) our teachers and administrators.

The superintendent shall be responsible for development, implementation and periodic review of a comprehensive program of supervision and evaluation. Supervisory experiences, observation reports, and evaluative summaries shall be performed by appropriately designated and properly certified supervisors/administrators. Such program shall provide for minimum standards for the number and frequency of formal performance reviews.

Probationary teachers and first contract administrators shall be observed at least two times annually, with written reports resulting from each, followed by an evaluative summary near the end of the school year. Continuing contract teachers, and administrators who have been with the system more than two years, shall be observed at least once every other year, resulting in a timely written report and an end-of-year evaluative summary. These are minimums and additional observation/evaluations may be implemented as deemed appropriate by the supervising administrator.

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: TITLE 20A MRSA SEC. 1055.10

Adopted: DECEMBER 4, 1997