

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 Community Regional Charter School School Board's responsibility to ensure that sufficient administrative time and energy are expended to supervise (observe and assist) and evaluate (measure and assess) facilitators. 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 adopted by the Board.

The program shall provide minimum standards for the number and frequency of formal performance reviews, with the understanding that probationary facilitators require closer support and more frequent performance reviews. Probationary facilitators shall be evaluated at least once in each year of their probationary employment.

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

In accordance with Maine's Educator Effectiveness law (20-A MRSA § 13701-13706), by the 2015-2016 school year, the school district will develop, pilot and implement a performance evaluation and growth system consistent with the requirements of Department of Education Rule Chapter 180. The performance evaluation and growth system must be approved by the School Board.

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

While supervision and evaluation policies are not negotiable with staff, 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-AMRSA §§ 1055, 13201; 13701-13706; 13802 Me. Dept. of Ed. Rule Ch. 125 §§ 4.02(E)(3), 8.08 Me. Dept. of Ed. Rule Ch. 180

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