

SUPERVISION AND EVALUATION OF PROFESSIONAL STAFF

A well-planned supervision and evaluation program tied to educational outcomes is vital to the ongoing improvement of the school system. It is incumbent upon the Wells-Ogunquit C.S.D. School Committee to ensure that administrators have the time necessary to adequately supervise and evaluate teachers. The evaluation program shall address all domains of teaching and recognize that student achievement is the primary outcome.

The Superintendent shall be responsible for development, implementation, and periodic review of the evaluation program. The program shall include the following minimum expectations:

- A. Evaluative standards shall be in written form and made permanently available to the teacher;
- B. Evaluations shall be made by an immediate supervisor/administrator;
- C. Results of the evaluations shall be put in writing and shall be discussed with the teacher;
- D. A teacher being evaluated shall have the right to attach a memorandum to the written evaluation;
- E. Results of all evaluations shall be kept in confidential personnel files maintained at the Superintendent's office; and
- F. When a teacher's performance is marginal and not in keeping with accepted standards, the teacher shall be placed on a remedial plan of action for improvement.

In keeping with the School Committee's goal of employing the best qualified staff to provide quality education for all students, all probationary teachers will be required to complete the school district's induction program as a partial condition for continuing contract status.

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 M.R.S.A. § 1055, 13802

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