

EVALUATION OF PROFESSIONAL STAFF TEACHERS

The board expects its administrative and supervisory staffs to exert every possible effort to help and to encourage teachers in developing their teaching personalities and instructional abilities to an optimum degree and to evaluate in a fair and friendly manner the results of a teacher's efforts.

The purpose of teacher evaluation shall be to assist teachers to develop and to strengthen their professional abilities. Teacher evaluation shall be a process through which the principal provides guidelines, suggests ways to overcome difficulties, makes commendations, and determines the progress of a teacher's professional performance.

The principal has the responsibility of making a thorough, fair, and objective evaluation of all teachers in his or her building. The principal shall have the primary purpose for teacher evaluation, the growth of individual members, as well as the strengthening of the total school staff.

Formal evaluations shall be made by the principal or other administrative personnel authorized to do so.

Formal narrative statements of evaluation for nontenure teachers shall be written at least once each year. The evaluation shall be completed before March 1 of each school year. Formal narrative statements of evaluation for tenure teachers shall be written at least once every three years.

The basic procedures in evaluation shall include:

1. The result of all formal conferences, classroom visitations, and evaluative interviews, with recommendations the teacher might take to improve his or her performance, shall be recorded in narrative form with copies to the teacher, the principal, and the superintendent. Both the teacher and the principal shall sign these reports.
2. Following each evaluative interview, the teacher and the principal will discuss matters pertaining to the teacher's professional growth and development.
3. In the event a teacher does not agree with the principal's evaluation, the disagreement may be submitted in writing with copies for the principal and the superintendent.
4. The superintendent shall maintain a cumulative file of all pertinent data relating to each other. This file shall be available for the teacher's review and shall include any statements of disagreement filed by the teacher.

5. **Formal evaluations of tenure teachers shall be completed once each year prior to May. Notwithstanding the above, any teacher who is tenured, is not under threat of possible non-renewal due to prior low evaluations and who chooses to affiliate and remain active in the program of the Institute for Effective Teaching, may be evaluated once every three years.**

No later than the regular April Board meeting of each year, the superintendent shall present to the Board his or her recommendations regarding appointments and salaries.

Current practice codified 1975

Adopted: date of manual adoption

Amended: July 1981

Department of Public Schools, Augusta, Maine