

## EVALUATION AND SUPERVISION OF STAFF

D3

The ultimate goal of good supervision and evaluation is to improve the knowledge and skills of the school staff so as to advance student achievement. Effective supervision and regular evaluation provide constructive feedback on teaching methods and materials enabling professional educators to improve their abilities to help all students achieve at high levels.

The Superintendent, in collaboration with the Building Administrator and teacher representatives, will develop procedures for the supervision and evaluation of educators. The Superintendent, in collaboration with the Building Administrator, will implement those procedures, which will be consistent with the following principles:

- A job description will be developed for each professional educator's position. Job descriptions will specify the educator's qualifications, performance responsibilities, general evaluation criteria, terms of employment, and supervisor.
- Performance goals set by the educator and his/her supervisor will be clearly articulated.
- Evaluations will be based substantially on criteria communicated to teachers in advance, articulated goals, and linked directly to the school's need to improve student performance as outlined in its action plan.
- In any case requiring discipline of a professional educator, applicable state law, due process procedures, and contractual requirements will be followed.

Building Administrators will ensure that educator supervision and evaluation priorities are linked closely to the school's current action plan.

The Building Administrator will ensure that all teachers in their first two years of teaching in a particular school will have intensive support, regular supervision and annual evaluation, and may include a mentoring system or other strategies for support. Evaluation will be provided for all staff beyond the initial two-year period as specified in the Washington West Teacher Evaluation Plan.

Date Warned: 8/3/01

Date Adopted: 8/17/01

Legal Reference(s): 16 VSA § 165 (Public School Quality Standards); 16 VSA § 563(12) (Powers of Boards); 16 VSA § 1752 (Suspension and Dismissal); 21 VSA § 1721 et seq (Labor Relations)

Cross Reference: Board Member Education (B1)  
Board Goal-Setting and Self-Evaluation (B2)  
Board Relations with Staff (C6)  
Staff Development (D2)  
Personnel Files (D4)  
Budgeting (E2)  
Local Action Plan (G10)  
Annual School Report (H6)