

## RSU 23 Supervision and Evaluation of Professional Staff

In RSU 23, the primary purposes of this policy will be instructional improvement and professional growth. RSU 23 believes that teacher supervision, which includes the evaluation process should be authentic and reflect the actual work of teachers. Teacher supervision should result in a positive and growth-evoking experience for the teacher, where feedback is provided and used to improve instructional effectiveness, and result in improved student learning opportunities and results. The evaluation system distinguishes four proficiency levels (Level I, Level II, and Level III) and outlines accompanying administrator/teacher responsibilities/activities.

Teachers will receive a copy of the end-of-the-year Evaluation Summary Page completed by an appropriate administrator. When applicable, the administrator may receive input from others with supervisory responsibilities. A copy of the signed Evaluation Summary Page will be filed in the teacher's personnel file. If a Targeted Growth Plan is developed, a copy of it will be filed in the teacher's personnel file.

The evaluation system will include the following:

- Classroom observations with the opportunity for teacher feedback
- End-of-year Evaluation Summary Page
- Teacher Reflection and Professional Growth Form
- Performance evaluations based on the use of the RSU 23 Teacher Evaluation Rubrics
- Administrative recommendation for the teacher for the next school year

### Level 1

#### Group Involved

- All Probationary Teachers
- Any teacher on continuing contract who is not identified as "effective" or better in all domains on the Evaluation Summary Page.

#### Activities - Annual

- Using the RSU 23 Teacher Evaluation Rubrics, teachers will conduct a self-assessment by September 30<sup>th</sup>
- Using the Professional Growth Form, teachers will self-determine areas of growth and review them with their supervisor/principal by September 30<sup>th</sup>, and priority will be given to domains in need of growth
- If required, a Targeted Growth Plan will be developed by the administrator with teacher input
- Brief, frequent, non-scheduled walkthrough observations will be conducted, that are 5-15 minutes in duration, with an administrative option for the duration to be longer. The administrator will complete a Claims, Evidence, Impact, and Questions, or CEIQ form, after each observation to share with the teacher. A minimum of 5 such observations will be done by April 7.

- In person feedback conversations between the administrator and the teacher will be done, at a minimum, after the third observation.
- Using the RSU 23 Teacher Evaluation Rubrics, the Evaluation Summary Page will be completed and a recommendation for the next school year will be made by the administrator for the teacher (Probationary Teachers - May 14, Continuing Contract Teachers March 1.

A Targeted Growth Plan will be required for teachers on a continuing contract:

- Who need improvement in two or more of the domains
- Who are in the second year of needing improvement in one of the domains
- For any teachers who do not meet standards, at any time, in a single domain

**Level II**

Group Involved

- Teachers under continuing contract and identified as “effective” in all domains.

Activities - Three-Year Cycle

Year One

- Using the RSU 23 Teacher Evaluation Rubrics, teachers will conduct a self-assessment by October 30<sup>th</sup>
- Teachers will identify performance/improvement expectations with their supervisor/principal, and priority will be given to domains in need of improvement
- Occasional, unscheduled classroom observations will be conducted that are 5-15 minutes in duration, with an administrative option for the duration to be longer

Year Two

- Using the RSU 23 Teacher Evaluation Rubrics, teachers will conduct a self-assessment by October 30<sup>th</sup>
- Teachers will identify performance/improvement expectations with their supervisor/principal, and priority will be given to domains in need of improvement
- Occasional, unscheduled classroom observations will be conducted that are 5-15 minutes in duration, with an administrative option for the duration to be longer

Year Three

- Using the RSU 23 Teacher Evaluation Rubrics, teachers will conduct a self-assessment by September 30<sup>th</sup>
- Using the Professional Growth Form, teachers will self-determine areas of growth and review them with their supervisor/principal by September 30<sup>th</sup>, and priority will be given to domains in need of growth
- Brief, frequent, non-scheduled walkthrough observations will be conducted, that are 5-15 minutes in duration, with an administrative option for the duration to be longer. The administrator will complete a Claims, Evidence, Impact, and Questions, or CEIQ form, after each

observation to share with the teacher. A minimum of 5 such observations will be done by the Friday before April vacation.

- In person feedback conversations between the administrator and the teacher will be done, at a minimum, after the third observation.
- Using the RSU 23 Teacher Evaluation Rubrics, the Evaluation Summary Page will be completed and a recommendation for the next school year will be made by the administrator for the teacher by the Friday before Memorial Day weekend.

Note: Individual teachers in Level II who do not maintain the “effective” level may be placed on Level I the following year. The administrator will specifically identify areas/domains of concern.

### **Level III**

#### Group Involved

- Teachers under continuing contract and identified as “effective” in all domains and “highly effective” in at least one domain

#### Activities - Three-Year Cycle

##### Year One

- Using the RSU 23 Teacher Evaluation Rubrics, teachers will conduct a self-assessment by October 30<sup>th</sup>
- Teachers will identify performance/improvement expectations with their supervisor/principal, and priority will be given to domains in need of improvement
- Occasional, unscheduled classroom observations will be conducted that are 5-15 minutes in duration, with an administrative option for the duration to be longer

##### Year Two

- Using the RSU 23 Teacher Evaluation Rubrics, teachers will conduct a self-assessment by October 30<sup>th</sup>
- Teachers will identify performance/improvement expectations with their supervisor/principal, and priority will be given to domains in need of improvement
- Occasional, unscheduled classroom observations will be conducted that are 5-15 minutes in duration, with an administrative option for the duration to be longer

##### Year Three

- Using the RSU 23 Teacher Evaluation Rubrics, teachers will conduct a self-assessment by September 30<sup>th</sup>
- Using the Professional Growth Form, teachers will self-determine areas of growth and review them with their supervisor/principal by September 30<sup>th</sup>, and priority will be given to domains in need of growth
- Brief, frequent, non-scheduled walkthrough observations will be conducted, that are 5-15 minutes in duration, with an administrative option for the duration to be longer. The administrator will complete a Claims, Evidence, Impact, and Questions, or CEIQ form, after each

observation to share with the teacher. A minimum of 5 such observations will be done by the Friday before April vacation.

- In person feedback conversations between the administrator and the teacher will be done, at a minimum, after the third observation.
- Using the RSU 23 Teacher Evaluation Rubrics, the Evaluation Summary Page will be completed and a recommendation for the next school year will be made by the administrator for the teacher by the Friday before Memorial Day weekend.

Note: Individual teachers in Level III who do not maintain the “highly effective” level in at least one domain may be placed on Level II the following year. The administrator will specifically identify areas/domains of concern.

### Verbal and Written Notice

Teachers whose work is unsatisfactory will receive timely verbal and written notice so that expected improvements may be made before a final employment decision is reached. In cases where teachers feel that they have been unfairly evaluated, they may appeal to the Superintendent, and to the Board. Teachers have the option to provide a written response to evaluations and observation reports.

### Notification and Recommendation Dates

April 7 Supervisors/principals will complete an employment recommendation in writing for each teacher who has worked in the RSU 23 one or more years on or before April 7<sup>th</sup>. This recommendation will be used to recommend teachers to the Board for renewal, for continuing contract, for renewal and monitor, or for non-renewal.

Adopted: 1/10/12

Revised: 6/13/15

Revised: 10/17/19