

# Milton Town School District

## Policy

### **D4: EDUCATOR SUPERVISION AND EVALUATION**

#### **Policy**

It is the policy of Milton Town School District to provide appropriate supervision and evaluation as a basis for improving the knowledge and skills of the school staff which will 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.

#### **Implementation**

The Superintendent will ensure that all those engaged in supervision and evaluation are appropriately trained to do so and have appropriate time allocated to carry out those responsibilities. The Superintendent, in collaboration with the Principal and teacher representatives, will develop procedures for the supervision and evaluation of educators. The Superintendent, in collaboration with the Principal, will implement those procedures which will be consistent with the following recommended guidelines:

1. A job description will be developed for each professional educator's position. Job descriptions will specify the required qualifications, performance responsibilities, general evaluation criteria, terms of employment and supervisor.
2. Performance goals set by the educator and his/her supervisor will be clearly articulated.
3. Evaluations will be based substantially on criteria set forth in approved job descriptions, articulated goals, and linked directly to the school's needs to improve student performance as outlined in its action plan;
4. Educator evaluations will be carried out annually in accordance with the District evaluation system.
5. In any case requiring discipline of a professional educator, applicable state law, due process procedures, and contractual requirements will be followed. Principals will ensure that educator supervision and evaluation priorities are linked closely to the school's current action plan.

#### **Probationary Teachers**

Teachers who have been employed for less than two school years in Vermont public schools are probationary teachers. The Principal will ensure that probationary teachers have intensive support, including the assignment of a peer mentor, regular supervision and at least two written evaluations each year during the two year probationary period. When the required evaluations have been carried out, the standard for non-renewal of a probationary teacher's contract is any reason not prohibited by law, and the decision of the School Board is final in the absence of contrary provisions in the teacher's contract. If the probationary teacher has not received at least two written performance evaluations per year of probationary service, the standard for non-renewal of contract is just and sufficient cause.

The principal will ensure that all teachers in their first two years of teaching in a particular school will have intensive support, including a mentoring system, regular supervision and at least

two written evaluations prior to February 1. After the two year probationary period, evaluation will be provided annually for all staff.

Administrators will use a variety of staff evaluation strategies based on current research which may include:

1. pre and post classroom visitation conferences;
2. announced and unannounced classroom observations;
3. educator performance feedback from students and parents which will not be included in the educator's personnel file;
4. formative and summative evaluation reports.

The Principal will collaborate with the Superintendent to prepare and deliver, by June 30th to the School Board, a progress report and recommendations about the effectiveness of the supervision and evaluation system and practices.

*Date Warned:* 10/26/2009

*Date Adopted:* 11/9/2009

*Legal Reference(s):* 16 V.S.A. § 165 (Public School Quality Standards)  
16 V.S.A. § 563 (12) (Powers of school boards)  
16 V.S.A. § 1752 (Suspension and dismissal)  
16 V.S.A. §§1981 et seq. (Labor relations - professional staff)  
21 V.S.A. §§1721 et seq. (Labor relations)  
Vermont State Board of Education Rules §§2120.4, 2120.5

*Cross Reference:* Board Member Education (B1)  
Board Goal-Setting and Self-Evaluation (B2)  
Staffing and Job Descriptions (D3)  
Personnel Files (D5)  
Board Relations With School Personnel (C5)  
Professional Development (D2)  
Budgeting (E2)  
Local Action Plan (G8)  
Annual School Report (H6)  
On the basis of evaluations carried out in accordance with this policy, the Principal will collaborate with the Superintendent to identify educators in need of intensive support or other special attention.  
(Replaces existing 203 and 204)