

Support Staff Positions, Evaluation and Supervision

NEPN/ NSBA Code: GDAA

The Rangeley School District shall employ nonprofessional personnel in positions that function to support the educational program of the school. The board shall establish all such support staff positions in the school system initially. For each new position, the board will review an initial job description as prepared by the superintendent.

Support staff employees shall be those who work in the following general areas:

- a. Secretarial staff;
- b. Educational Technicians (full-time or part-time);
- c. Library Technicians
- d. Custodial staff;
- e. Maintenance staff;
- f. Pupil transportation staff;
- g. Food service staff;
- h. Coaches; and
- i. Other extra/co-curricular, part-time, extra-duty positions.

The periodic evaluation of support staff by administration is an important continuation of the process that begins when the employee is screened or hired.

Objectives:

1. The primary objective should be to improve the quality of instruction, environment and/or services at the Rangeley Lakes Regional School.
2. To further develop competencies toward enhancing the items listed in #1 above.
3. To be constructive and supportive in demeanor.
4. To provide oral and written summaries as a record of performance.
5. To formally evaluate all new staff (to the Rangeley Lakes Regional School) annually for their first two years, and periodically thereafter.

Adopted: October 9, 1990

Revised: February 23, 1993

Revised: January 2, 2014

Revised: 1.9.2018

Reviewed: 12.12.2019; 2.6.2023