

EVALUATION OF EXTRACURRICULAR ADVISORS AND ATHLETIC COACHES

The Nashua Board of Education strongly supports the commonly held belief that coaches and student advisors have a significant impact on the total development of Nashua's student body, and that the coaches and advisors strongly influence the experiences that students have in Nashua's secondary schools. If this impact is accepted, then it naturally follows, we believe, that coaches and advisors shall:

- recognize and support the District's educational objectives;
- encourage progress towards a diploma and a life-long continuation of learning;
- assist students in maintaining a balance in their varied roles;
- support students in realizing their personal, professional and academic goals.

The development of strong, competent, dedicated coaches and student advisors who are role models that exemplify high moral character and respect to students are among the major objectives of the Board of Education. The Board recognizes that thorough, regular appraisal of performance is critical to the realization of District goals. The primary purpose of personnel evaluation is the growth of individual staff members, the strengthening of the school staff as a whole, and improvement of student support services provided.

The Superintendent and administrative staff will develop procedures and instruments for evaluation in line with the following general guidelines:

- The Board expects principals and supervisors to exert every effort to encourage staff members to develop their performance to an optimum degree.
- Performance appraisal will be continuous; it will not be limited to items and procedures set for formal evaluations.
- The evaluation process will make use of self-evaluation, supervisor evaluation, and student and parent feedback.
- When aspects of a staff member's performance are in need of improvement, the Principal or supervisor will specifically identify those areas needing improvement and will develop a plan of assistance. Subsequent evaluations will address themselves to any improvement or to any continuing difficulty that is observed.
- To provide for objectivity and uniformity, observations and evaluations will be carried out in accordance with the guidelines set forth in administrative regulations which have been developed cooperatively by the administration and staff.

The evaluation system will be monitored for all positions specified in academic eligibility policy (POPPS 10213) but not be a contract obligation of the District or a contract right of the employee. It is not intended to create, nor will it be construed or understood to create, an expectation or assurance of continued employment. Neither the substance nor the content of the evaluation will be subject to the grievance procedure.

The evaluation will cover the major areas of the coach's/advisor's responsibilities and will include the following:

- specific coaching or extra-curricular assignments;
- relationship with students, parents, and community;
- relationship with supervisors, teachers, fellow coaches, and advisors;
- work habits.

The evaluation criteria shall be based on the respective job descriptions, available handbooks, i.e. coach's handbook, and other criteria specified by the Principal, or his/her designee, and where appropriate, the Athletic Director. The Principal, or his/her designee, and where appropriate, the Athletic Director, has the responsibility for informing each employee in advance of the evaluation what the criteria are. The Athletic Director will prepare a draft of his/her evaluation of the head coach. This draft will be reviewed by the building Principal. A composite of the thoughts of the two parties will be the basis of the head coach's final evaluation. The extra curricular advisor will be evaluated by the Principal or his/her designee.

Evaluation Procedure for Coaches and Advisors

1. Coaches and advisors shall be evaluated at the conclusion of the season for each sport he/she is coaching or the student activity. The written evaluation shall be completed within four weeks of the conclusion of each of the coach or advisor's assignment.
2. The Principal, or his/her designee, and the Athletic Director shall share the evaluation with the coach or advisor during a scheduled conference within a six-week period at the conclusion of each of the coach's or advisor's assignment.
3. The coach or advisor shall sign the evaluation form denoting that the supervisor has reviewed the evaluation with the employee and the employee has received a copy, but the signature shall not imply concurrence with the findings.
4. The coach or advisor has the right to include a written statement as an addendum to the evaluation. The addendum must be completed and submitted to the supervisor within five (5) days of the conference.
5. The head coach or advisor will evaluate his/her staff before meeting with the Principal and, where appropriate, the Athletic Director, to review the staff's performance.
6. Evaluations shall be submitted to the Superintendent or designee by the end of the evaluation time line.

Improvement Plan for Coaches and Advisors

1. An improvement plan shall be developed by the Principal or Athletic Director when a coach's or advisor's performance is unsatisfactory in an area of coaching or advising responsibility.

2. The improvement plan shall designate how the employee shall meet performance criteria. The improvement plan shall:
 - a. identify the deficiencies;
 - b. specify the corrective action to remediate the deficiency(ies);
 - c. contain the time frame for monitoring and deadlines for meeting the criteria;
 - d. apply to one season or advisor assignment,
 - e. describe the resources and assistance available to assist in correcting the deficiency(ies);
3. After an employee has successfully corrected a deficiency(ies), the employee must continue to demonstrate improvement.

All coaches and advisors will be evaluated and recommended on an annual basis.

Following the annual evaluation, the coach or advisor will be provided a notice of "Intent to Return" by the Office of the Superintendent. This notice of "Intent to Return" will be returned to the Superintendent's office no later than January 31 for fall coaches; April 30; for winter coaches; and August 31 for spring coaches and advisors. The Principal and, where applicable, the Athletic Director will be asked for a recommendation regarding the continuation of employment for the coach or advisor. Fall coaches' names shall be presented to the Human Resources Committee for re-election in February. Winter coaches' names shall be presented to the Human Resources Committee for re-election in May. Spring coaches' and all extracurricular advisors' names shall be presented to the Human Resources Committee for re-election in September.

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