

EVALUATION OF EXTRACURRICULAR ADVISORS

The Nashua Board of Education strongly supports the commonly held belief that Student Advisors have a significant impact on the total development of Nashua's student body, and that the 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 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 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 evaluation system will be monitored for all positions 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 Advisor's responsibilities and will include the following:

- specific extra-curricular assignment;
- professional relationship with students, parents, and community;
- professional relationship with supervisors, teachers, fellow advisors;
- appropriate and timely communication including verbal, written, and electronic;
- encouraging and demonstrating good leadership.

Evaluation Procedure for Advisors

1. Advisors will be evaluated by the Principal or Assistant Principal.
2. Advisors will be evaluated and according to the following cycle:
 - a. Advisors who are employed by the District as a teacher, will be evaluated on a cycle coinciding with their teacher evaluation unless otherwise determined by the Principal.
 - b. Advisors who are not employed by the District as a teacher will be evaluated on an annual basis.
3. The Principal or Assistant Principal will share the evaluation with the Advisor during their scheduled teacher conference or within a six-week period at the conclusion of the activity.

4. The Advisor shall sign the evaluation form denoting 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.
5. The Advisor has the right to include a written statement as an addendum to the evaluation.

Board Approved: 11/02/2016