

Performance Evaluation / Professional Growth (PEPG) Committee - Teacher Representative

QUALIFICATIONS:

- State of Maine professional certification
- At least three (3) years of experience working in the Cape Elizabeth schools
- A comprehensive understanding of the CESD PEPG process and instructional framework

REPORTS TO:

Assistant Superintendent

SUPERVISES:

Not applicable

JOB GOAL:

To oversee and ensure successful implementation of the district's Performance Evaluation/Professional Growth (PEPG) process for all teachers employed by the Cape Elizabeth School Department.

PROFESSIONAL RESPONSIBILITIES:

- Attend scheduled PEPG/Evaluation Committee meetings.
- Review the evaluation process with educators on an annual basis and provide ongoing support throughout the year as needed.
- Support teachers in successfully participating in and completing all aspects of the PEPG process, ensuring they understand requirements and deadlines.
- Collaborate closely with building administrators to effectively communicate relevant information related to the PEPG process.
- Serve as a liaison between teachers and the Committee by communicating relevant information with teachers in the building and reporting feedback to the Committee.
- Co-present and facilitate professional development sessions with building administrators to ensure teachers have a comprehensive understanding of instructional framework and are equipped for success.

TERMS OF EMPLOYMENT:

Two-year term aligned with the academic year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly job goals are met. The Assistant Superintendent will perform the evaluation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

APPROVED:

May 13, 2025

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