

Evaluation of Administrative Staff

The Superintendent shall implement and supervise an evaluation system for all administrative personnel.

Formal evaluations will be made at least once a year, but more often during the first two years in an administrative capacity. Evaluations will be conducted according to the following guidelines:

- A. Evaluative criteria for each position will be in written form and made permanently available to the administrator;
- B. Evaluations will be made by the Superintendent or immediate supervisor;
- C. Results of the evaluations will be put in writing and will be discussed with the administrator;
- D. The administrator being evaluated will have the right to attach a memorandum to the written evaluation; and
- E. Results of all evaluations will be kept in confidential personnel files maintained at the Superintendent's office.

Legal Reference: 20-A M.R.S. §§13701---13706; 13802
Me. Dept. of Ed. Rule Ch. 180

This is a required policy.

Adopted: July 17, 2014

Revised: October 15, 2015
September 15, 2016
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