

## EVALUATION OF ADMINISTRATIVE STAFF

The Superintendent shall implement and supervise an evaluation system for all administrative personnel. A report shall be made to the Board annually on the performance of all administrators, with recommendations regarding their employment and/or salary status.

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

- A. Evaluative criteria for each position (ISLLC standards for principals) shall be in written form and made permanently available to the administrator;
- B. Administrators shall obtain feedback from employees they supervise and provide a summary to the Superintendent of the results;
- C. Evaluations shall be made by the Superintendent or immediate supervisor;
- D. Results of the evaluations shall be put in writing and shall be discussed with the administrator;
- E. The administrator being evaluated will have the right to attach a memorandum to the written evaluation; and
- F. Results of all evaluations shall be kept in confidential personnel files maintained at the Superintendent's office.

Legal Reference: Ch. 125 §§ 4.02(E)(3), 8.08 (Me. Dept. of Ed. Rule)

Adopted: 1/8/14