

EVALUATION OF ADMINISTRATORS

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 shall be in written form and made permanently available to the administrator;
- b. Evaluations shall be made by the Superintendent or immediate supervisor;
- c. Results of the evaluations shall be put in writing and shall 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 shall be kept in confidential personnel files maintained at the Superintendent's Office.

Legal Reference: ME. DEPT. OF EDUC. RULE CHAP. 125.23, B, 5, n

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