

EVALUATION OF PROFESSIONAL ADMINISTRATORS

The Superintendent shall implement and supervise an evaluation system for all administrative personnel. He shall report to the Board annually on the performance of all administrators and make 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 of employment. They shall be conducted according to the following guidelines:

1. Evaluative criteria for each position shall be in written form and made permanently available to the administrator.
2. Evaluations shall be made by the Superintendent and/or his designee.
3. Results of evaluations shall be put in writing and shall be discussed with the administrator by the person who does the evaluation.
4. The administrator being evaluated will have the right to attach a memorandum to the written evaluation.
5. All results of the 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)