

EVALUATION OF ADMINISTRATIVE STAFF

The Superintendent shall implement and supervise an evaluation system for all administrative personnel. The purpose of this evaluation is to provide constructive on-going direction and thereby promote improved performance.

Formal evaluations shall be made at least once a year on prescribed domains with completed rating provided for all domains every three years. They shall be conducted according to the following guidelines:

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

Continued, documented lack of improvement on goals identified in previous evaluations may lead to reassignment or dismissal.

Legal Reference: Chap. 180 (Maine Dept. of Ed. Rule)

Approved: 10/07/2021