

## EVALUATION OF ADMINISTRATIVE STAFF

The School Board believes that regular assessment of administrative performance is critical to the success of the school system.

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 shall sign the document.
- E. Results of all evaluations shall be kept in confidential personnel files maintained at the Superintendent's office.

In accordance with Maine's Educator Effectiveness law (20-A MRSA § 13701-13706), by the end of the 2016-2017 school year, the school unit will have developed and piloted a performance evaluation and growth system (PEPG), consistent with the requirements of the law and applicable Department of Education rules, for full implementation in the 2017-2018 school year.

This system, which will apply to the evaluation and growth of school principals, must be approved by the Board.

Legal Reference: 20-A MRS §§13701-13706; 13802  
Me. Dept. of Ed. Rule Ch. 125 §§ 4.02(E) (3), 8.08)  
Me. Dept. of Ed. Rule Ch. 180

First Reading: July 20, 2015  
Second Reading/Adoption: August 10, 2015  
Revised: September 11, 2023

