

EVALUATION OF ADMINISTRATIVE STAFF

The Superintendent shall implement and supervise an evaluation system for all administrative personnel. During the annual budget negotiations, a report shall be made to the Personnel Committee on the overall performance of 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 within the school unit. 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.

In accordance with Maine's Educator Effectiveness law (20-A MRSA § 13701-13706), the school unit will annually implement the performance evaluation and professional growth system (PEPEG) consistent with the requirements of the law of applicable Department of Education rules.

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

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

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MSBA Required Policy