

EVALUATION OF ADMINISTRATIVE STAFF

The Executive Director shall implement and supervise an evaluation system for all administrative personnel. A report shall be made to the board as appropriate on the performance of all administrators, with recommendations regarding their employment and/or salary status.

Formal evaluations for Principals, Assistant Principals, the Director of Special Services, and the Assistant Director of Special Services shall be conducted. The evaluations shall be conducted according to the following guidelines:

- Evaluative criteria for each position shall be in written form and made permanently available to the administrator;
- Evaluations shall be completed by the Executive Director or immediate supervisor;
- Results of the evaluations shall be put in writing and shall be discussed with the administrator;
- The administrator being evaluated will have the right to attach a memorandum to the written evaluation; and
- Results of all evaluations shall be kept in confidential personnel files maintained at Central 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 developed 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, was approved by the Board. Any subsequent changes will be approved by the Board as well.

Legal Reference: Ch. 125 §§ 4.02(E)(3), 8.08 (Me. Dept. of Ed. Rule) Chapter 508 §§ Title 20-A

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