

**Policy: GCOC**

**EVALUATION OF ADMINISTRATIVE STAFF**

The Superintendent or his or her designee shall implement and supervise an evaluation system for all administrative personnel. The Superintendent will report to the Board annually on the performance of all administrators, with recommendations regarding their employment and salary status.

Formal evaluations of administrative staff 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 staff member,
- B. Evaluations shall be made by the Superintendent or the staff members immediate supervisor,
- C. Results of the evaluations shall be put in writing and shall be discussed with the staff member,
- D. The staff member being evaluated will have the right to attach a memorandum to the written evaluation,
- E. Results of all evaluations shall be kept in confidential personnel files maintained at the Central Office.

Legal Reference: Ch. 125 4.02(E)(3), 8.08 (Me. Dept. of Ed. Rule)

Adopted: August 20, 2004

Revised: July 13, 2015