

## EVALUATION OF ADMINISTRATIVE STAFF

The superintendent shall implement and supervise and evaluation system for all administrative personnel. S/He shall make recommendations regarding the employment of all administrators

Formal evaluations shall be made at least once a year, but more often during the first two years in an administrative capacity if needed. 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 of 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 the evaluations shall be kept in confidential personnel files maintained at the Superintendent's office.

Legal Reference: Chap. 125.23, B, 5n (Maine Dept. of ED. Rule)

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SANFORD SCHOOL DEPARTMENT