

**CODE: GCOC**

**EVALUATION OF ADMINISTRATIVE STAFF**

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The Superintendent shall plan, implement and supervise an evaluation system for all administrative personnel. A report shall be made to the School Committee annually in Executive Session, 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 three 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
- E. Results of all evaluations shall be kept in confidential personnel files maintained at the Superintendent's office.

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Legal Reference: Ch. 125 §§ 4.02(E)(3), 8.08 (Maine Department of Education Rule)

Adopted: December 6, 2011