

Evaluation of Administrative Staff

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

Formal evaluations will be made at least once a year, but more often during the first two years in an administrative capacity. Evaluations will be conducted according to the following guidelines:

- A. Evaluative criteria for each position will be in written form and made permanently available to the administrator;
- B. Evaluations will be made by the Superintendent or immediate supervisor;
- C. Results of the evaluations will be put in writing and will 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 will 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), by the end of the 2016-2017 school year, RSU 40/MSAD 40 will have developed and piloted a performance evaluation and growth system (PEPG), consistent with the requirements of 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, must be approved by the School Board.

Legal Reference: 20-A MRSA §§13701---13706; 13802
Sec. 1. 20-A MRSA §13705, first ¶
Me. Dept. of Ed. Rule Ch. 125 §§ 4.02(E) (3), 8.08
Me. Dept. of Ed. Rule Ch. 180

This is a required policy.

Adopted: July 17, 2014

Revised: October 15, 2015
September 15, 2016