

RSU #16 (Mechanic Falls, Minot, Poland)

Policy Code: GCOC

Adopted: April 2003

Revised: February 2011

Evaluation of Administrative Staff

PHILOSOPHY:

It is the philosophy of the RSU #16 School Board that evaluations are important to the maintenance of clear guidelines for administrative goals, standards, and actions.

POLICY:

In accordance with the guideline of this policy, annual evaluations of administrative staff shall take place.

AMPLIFYING INSTRUCTIONS AND GUIDELINES:

The Superintendent shall implement and supervise an evaluation system for building principals. The building principal shall implement and supervise an evaluation system for the administrative personnel. A report shall be made to the School Committee annually 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 two years in an administrative capacity. They shall be conducted according to the following:

- 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.

DELEGATION OF AUTHORITY:

The administration of this policy is delegated to the Superintendent of Schools and the principals as designated in the guidelines of this policy.

REPORTS:

Evaluations will be kept on file in the Superintendent's office.

LEGAL REFERENCES:

Chap. 125.23, B, 5, n (Maine Dept. Of Ed. Rule)

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