GCOC - EVALUATION OF ADMINISTRATIVE STAFF

The Superintendent shall implement and supervise an evaluation system for all administrative personnel. A report shall be made to the board 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 guidelines:

I. Evaluative criteria for each position shall be in written form and made permanently available to the administrator;

II. Evaluations shall be made by the Superintendent or immediate supervisor;

III. Results of the evaluations shall be put in writing and shall be discussed with the administrator;

IV. The administrator being evaluated will have the right to attach a memorandum to the written evaluation; and

V. Results of all evaluations shall be kept in confidential personnel files maintained at the Superintendent's office.

Legal Reference:

- 20-A MRSA Ch. 508

ADOPTED:

- December 10, 1991

Recoded:

- June 1998

Reviewed & Approved:

- December 14, 2004

REVISED:

- September 10, 2013

Revision #1
Created 25 October 2021 18:57:02 by Troy Patterson
Updated 14 February 2023 21:21:36 by Troy Patterson