

# 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

