***CHERRYFIELD SCHOOL DEPARTMENT***

***NEPN/NSBA CODE: 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 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 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.

Legal Reference: Ch. 125 §§ 4.02(E) (3), 8.08 (Me. Dept. of Ed. Rule)

DATE ADOPTED: September 10, 2013

Page 1 of 1