

**EVALUATION OF PROFESSIONAL STAFF
ADMINISTRATORS**

The superintendent shall implement and supervise an evaluation system for all administrative personnel. He/she shall report to the board annually on the performance of all administrators and make recommendations regarding their employment.

Formal evaluations shall be made at least once a year, and at least twice a year during the first two years of employment. They shall be conducted according to the following guidelines:

1. The administrator's association shall be consulted prior to the adoption of evaluative criteria.
2. Evaluative criteria for each position shall be in written form and made available to each administrator.
3. Evaluations of those administrators reporting directly to the superintendent shall be made by the superintendent.
4. Results of evaluations shall be put in writing and shall be discussed with the administrator by the person who makes the evaluation. The results shall include, but not be limited to, constructive identified needs, if appropriate, and recommendations for professional growth.
5. The administrator being evaluated will have the right to attach a memorandum to the written evaluation and/or the right to appeal through established grievance procedures if applicable.
6. These evaluations shall be presented by the superintendent in executive session with the full board every year in the month of May. The administrator shall be invited to attend the session concerning his/her evaluation.
7. Personnel files are accessible only to the superintendent, assistant superintendent, personnel director, and appropriate secretarial employees. The administrator, upon request, may review his/her personal file. (No other person shall have access to these files.)

Current practice codified 1975

Adopted: date of manual adoption

Amended: 7/11/88; 4/9/90

Augusta School Department, Augusta, Maine