

<b>EVALUATION OF ADMINISTRATIVE STAFF</b>		<b>File: GCOC</b>
<b>Section: G Personnel</b>	<b>Adopted: 05/05/05</b> <b>Revised: 01/14</b>	<b>Last Revised:</b> 10/18

The Executive Director 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:

- 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 Executive Director 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 Executive Director’s office.

*MECDHH/GBSD will employ a performance evaluation and growth system that is consistent with the requirements of Maine’s Educator Effectiveness Act (20-MRSA § 13701-13706) and applicable Maine Department of Education rules.*

*The performance and growth system must be approved by the Board.*

**Legal Reference:** 20-A MRSA §§ 13701-13706, 13201; 13802  
Me. Dept. of Ed. Rule. Ch. 125 §§ 4.02(E) (3), 8.08  
Me. Dept. of Ed. Rule Ch. 180

**Adopted:** May 5, 2005

**Edited for administrator title:** January 2014

**Revised with MSMA additions:** October 2018