

EVALUATION OF ADMINISTRATIVE STAFF

The Superintendent shall implement and supervise an evaluation system for all administrative personnel. A report shall be made to the Lisbon 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 every two years, 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.
- E. Results of all evaluations shall be kept in confidential personnel files maintained at the Superintendent's office.

In accordance with Maine's Educator Effectiveness law (20-A MRSA § 13701-13706), by the end of the 2015-2016 school year, the school unit will have developed and piloted a performance evaluation and growth system (PEPG), consistent with the requirements of law and applicable Department of Education rules, for full implementation in the 2016-2017 school year.

This system, which will apply to the evaluation and growth of school principals, must be approved by the Lisbon School Committee.

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

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