

## 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.

Legal Reference: ME DEPT OF ED RULE CHAP. 125.23., A#, 5, n

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