

**MAINE SCHOOL ADMINISTRATIVE DISTRICT #53  
Burnham – Detroit – Pittsfield**

**Evaluation of Administrative Staff**

1. The Superintendent 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, and shall include 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 of an administrative employment in the district. Evaluations shall be conducted according to the following guidelines:

- A. Evaluation criteria for each position shall be in written form and provided to the administrator at the start of employment;
  - B. Evaluations shall be made by the Superintendent or immediate supervisor;
  - C. Results of the evaluations shall be written and provided to the administrator and through discussion, goals and objectives shall be determined.
  - D. In the event the administrator being evaluated has additional input or rebuttal to the evaluation s/he shall 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.
2.
    - A. The Superintendent shall be annually evaluated on performance by the Board of School Directors. The evaluation shall be based on annually established goals as set by the Board and Superintendent. A written summary shall be filed in the Superintendent's personnel folder and a copy provided to the superintendent.
    - B. The superintendent shall have the right to attach a memorandum to the written evaluation.

Legal Reference: Chap. 125.23, B, 5, n (Maine Dept. of Ed. Rule)

Policy Reference: 3.01 School Superintendent  
3.02 Job Description – Superintendent of Schools

Adopted: 4/12/99

Amended: May 15, 2008