

**POLAND SCHOOL COMMITTEE**

**CODE: GCOC**  
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**SUBJECT: Evaluation of Administrative Staff**

**DATE OF ORIGINAL POLICY:** N/A  
**DATE OF NEXT REVIEW:** Fall 2007  
**CANCELS POLICY CODE:** N/A  
**REVISION DATE:** N/A

**JURISDICTION:** Poland Community School  
Bruce M. Whittier Middle School

**PHILOSOPHY:**

It is the philosophy of the Poland School Department that evaluations are important to the maintenance of clear guidelines for administrative goals, standards, and actions.

**POLICY:**

In accordance with the guidelines of this policy, annual evaluations of administrative staff shall take place.

**AMPLIFYING INSTRUCTIONS AND GUIDELINES:**

The Superintendent shall implement and supervise an evaluation system for building principals. The building principal shall implement and supervise an evaluation system for the administrative personnel. A report shall be made to the 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 a year, but more often during the first two years in an administrative capacity. They shall be conducted according to the following:

- 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; and
- E. Results of all evaluations shall be kept in confidential personnel files maintained at the Superintendent's office.

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**DELEGATION OF AUTHORITY:**

The administration of this policy is delegated to the Superintendent of Schools and the principals as designated in the guidelines of this policy.

**EXCEPTIONS TO THE POLICY:**

None

**REPORTS:**

Evaluations will be kept on file in the Superintendent's office.

**DEFINITIONS:**

None

**ATTACHMENTS & LEGAL REFERENCES:**

Chap. 125.23, B, 5, n (Maine Dept. Of Ed. Rule)

**REFERENCES:**

None

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**SIGNATURE BLOCK:**

Poland School Committee

\_\_\_\_\_  
Ira Levine, Chair DATE

\_\_\_\_\_  
Peter Bolduc DATE

\_\_\_\_\_  
Jack Conway DATE

\_\_\_\_\_  
Norman Davis DATE

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Laurie Levine DATE