

M.S.A.D. #12 POLICY EVALUATION OF ADMINISTRATIVE STAFF

INTENT

Evaluation of administrators is an ongoing process which should not be inhibited by starting and ending points. However, in order to fulfill the need for recording the assessment of the individual performance of the administrator, certain checkpoints are necessary. The intent of this procedure is to provide a basis for assessment and a time frame in which an annual recording of this assessment will take place. It is expected that the evaluation process will be continuous and will not begin and end with the checkpoints established in this policy.

PURPOSE OF EVALUATION

The purpose of administrator evaluations is two-fold. First, it is necessary to determine the success of the administrator in carrying out assigned responsibilities. Second, it is a means by which system-wide school and/or individual goals and objectives can be developed and promoted.

For the purpose of this procedure, a *goal* is defined as a statement which defines in broad terms something to be accomplished. An *objective* is one step to be taken toward reaching a goal.

EVALUATION PROCESS

- A. The success of the administrator in carrying out assigned responsibilities shall be assessed in relation to the duties outline in a job description approved by the Board for the administrative position This job description shall contain the performance responsibilities on which the evaluation is based.
- B. Means by which system-wide school and/or individual goals and objectives can be developed requires a sharing of responsibility for input into the development of goals and objectives by the administrator and the Superintendent. This process shall be completed annually, by the end of October, resulting in mutually agreed upon goals and objectives being developed and presented to the Superintendent. The Superintendent shall provide suggestions in writing or verbally by the end of November. The goals and objectives established annually shall be reviewed and changed during the year as conditions warrant by the administrator and the Superintendent. Establishing goals and objectives is intended to provide a means of identifying priorities and working to meet them. Failure to meet specific objectives does not necessarily mean failure on the part of the administrator in the position.
- C. A written evaluation shall be prepared by the Superintendent and reviewed with the administrator by January 30 of each year. The evaluation shall reflect the administrator's success in accomplishing mutually accepted goals and objectives , and fulfilling performance criteria of the evaluatee's approved job description. The administrator has the right to attach his/her own addendum to the evaluation.
- D. The Superintendent will make recommendations regarding employment at the regular February Board meeting of each year.

Legal Reference:

Chapter 125.23,B,5,n (Maine Dept. of Ed. Rule)

Adopted: September 10, 2002

