

EVALUATION OF ADMINISTRATIVE STAFF

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, 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 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 director 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 director's office.

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

Adopted: 12/11/96

TUTORING

1. Under normal circumstances, teachers shall not accept pay for tutoring students of their classes in a student's current school work. If tutoring is deemed necessary, every attempt will be made to allow school time for teachers to tutor.
2. Any tutoring for credit must be approved by the Principal.
3. Teachers or substitutes shall not take it upon themselves to prescribe or arrange for tutoring of students without consulting the Principal.
4. Students who suffer temporary traumatic injuries - such as fractures resulting from athletic competition or recreational activities - or long-term illnesses may require special education and/or supportive assistance such as hospital - homebound instruction or special transportation arrangements. These services may be provided if recommended by the Pupil Evaluation Team and approved by the Superintendent.
 - a. Requests for tutoring or supportive services will be referred to the Pupil Evaluation Team for action.
 - b. The Pupil Evaluation Team shall follow the same procedures as contained in policy for pregnant students.

Approved Date: 6/17/80

Reviewed in 1987

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