

## ADMINISTRATIVE STAFF EVALUATION PROCEDURES

This document is intended to identify the specific steps to be followed in preparing certified staff evaluations. This process will become a part of Board Policies. The evaluations will be undertaken by the appropriate administrator identified in the specific Job Description.

- 1.0 All certified staff will have current job descriptions.
- 2.0 Evaluations shall be in accordance with job descriptions.
- 3.0 Informal evaluations will be done at least once per year.
- 4.0 Formal evaluations will be completed according to the schedule mandated by the DPI
- 5.0 Evaluation may be more frequent if deemed necessary.
- 6.0 Specific process for performance evaluation will comply with DPI requirements:
  - A. Evaluator shall identify positive attributes of staff
  - B. Evaluators shall identify areas for improvement
    1. A plan for improvement will be jointly designed
    2. The plan will have calendar dates specified

**APPROVED:** November 8, 1993  
March 15, 2010  
August 19, 2013  
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