

## EVALUATION OF DISTRICT ADMINISTRATOR

The Board of Education believes it is essential that it evaluate the District Administrator's performance annually during the month of either December or January in order to assist both the Board and the District Administrator in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership.

The Board will evaluate the district administrator based upon his/her performance of the responsibilities outlined in his/her job description and the District objectives. In order to assist the Board of Education in the evaluation process, a 360 degree evaluation survey will be provided to the staff to complete on the District Administrator during the month of November. The Board evaluation of the District Administrator will be in writing and approved by the Board.

The Board will conduct an evaluation conference with the district administrator to discuss the results of the formal evaluation.

The formal evaluation of the district administrator should be designed based on a trust relationship and with the goal of individual professional growth and development.

The formal evaluation of the district administrator should be carried out in conjunction with the district -wide evaluation and reporting system.

A copy of the final evaluation will be placed in the District Administrator's personnel file.

LEGAL REF.: 118.24 - Wisconsin Statutes  
121.02(1)(q) – Wisconsin Statutes  
PI 8.01(2)(q) – Wisconsin Administrative Code

CROSS REF.: 222 – Administrator's Contract  
231 – District Administrator Job Description

**APPROVED:** March 26, 1985  
April 26, 1999  
December 19, 2006  
November 16, 2009  
October 20, 2014  
October 19, 2020  
**MARCH 25, 2024**