

EVALUATION OF ADMINISTRATIVE PERSONNEL

Evaluation procedures should recognize at least three basic principles. First, all personnel evaluations must be carried out in an atmosphere of trust and confidence. Second, the purpose of any evaluation is to improve performance. Finally, evaluation is both formal and informal.

The district administrator shall be directly responsible for the evaluation of members of the administrative staff.

Informal evaluation shall be continuous and ongoing and will be related to job description and responsibilities. Problems of policy, procedures or expectation will be resolved as they develop. Opportunities for self evaluation, peer evaluation and subordinate evaluation shall be provided, such as a 360 evaluation completed by the individuals which the administrator supervises or oversees.

Should performance of any member of the administrative staff fall below acceptable standards, the Board shall be immediately informed.

The district administrator shall report a general performance evaluation of administrative staff members to the Board of Education during the months of December and January. All administrative staff evaluations will be based on board-adopted written job descriptions, and will include an observation(s) of the individual's performance as part of the evaluation data. A formal evaluation, using the State mandated timeline and evaluation tool, or other Board accepted evaluation tool, shall be prepared for each administrative staff member concerning his/her job performance.

LEGAL REF.: 115.415 – Wisconsin Statutes
 118.24 - Wisconsin Statutes
 121.02(1)(q) - Wisconsin Statutes
 PI 8.01(2)(q) - Wisconsin Administrative Code
 WI Act 166
 Principal Practice Evaluation Process
 Roles & Responsibilities
 Levels of Performance – Principal Practice

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