

## 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. The procedures and techniques used shall comply with the Principal Practice Evaluation Process as mandated by State law.

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.

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

The District Administrator shall report annually a general performance evaluation of administrative staff members. All administrative staff evaluations will be based on board-adopted written job descriptions, and will include an observation of the individual's performance as part of the evaluation data. A formal evaluation, using the State mandated timeline and evaluation tool, shall be prepared for each administrative staff member concerning his/her job performance.

LEGAL REF.:           Section 115.415 – Wisconsin Statutes  
                               Section 118.24 - Wisconsin Statutes  
                               Section 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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