

PROFESSIONAL STAFF EVALUATION

This policy applies to the evaluation of licensed, professional staff employed by the District, including all teachers, who are required under state law to be under a written contract with the School Board, with the exception of substitute employees and individuals who are employed as administrators.

The Board delegates to the District Administrator and his/her administrative designee(s) the responsibility of defining and implementing a systematic program of evaluation for the licensed, professional employees covered by this policy, including the specific criteria and procedures that will be used to conduct performance evaluations. The evaluation program shall be consistent with this policy, including the following general parameters:

- 1) Every licensed, professional employee in the District will be evaluated by individuals who have the requisite knowledge, skills, and training. Although multiple sources may be used as input into the evaluation process, including input provided by individuals who are not licensed school administrators, licensed administrators shall have primary responsibility for producing the culminating, summative performance evaluation record applicable to any period covered by a formal, written evaluation;
- 2) Among other sources of data and information, the formal evaluation process shall:
 - a) Incorporate an assessment from one or more observation(s) of the individual's job performance; and
 - b) Reflect (within the defined evaluation criteria and/or in an evaluation narrative) applicable portions of the Board-adopted position description, including the key job-related activities defined in the position description.
- 3) The evaluation process shall be designed to identify individual strengths and weaknesses, guide individualized professional development, and distinguish among employees whose job performance and professional practices are at different levels as compared to the District's expectations; and
- 4) Professional staff evaluations shall be carried out in substantial and material compliance with this policy and with any evaluation procedures outlined in any applicable evaluation plan or as found in the applicable Employee Handbook. The professional staff evaluations shall be conducted in substantial and material compliance with the CESA 6 Educator Effectiveness Evaluation System for teachers, selected under state law.

Minimum Frequency of Formal, Written Evaluations

- 1) A new-to-position employee shall be formally evaluated at least two times during the first full year of employment. The evaluation shall include at least a conference with the primary evaluator and a written summary prepared by the primary evaluator. Such evaluations may be structured to become increasingly comprehensive in scope. A new-to-position employee shall be formally evaluated at least twice during the second and third school years in which the individual is employed. During the second and third school years, a formal evaluation shall be completed prior to the deadline for nonrenewal under state law.
- 2) A new-to-the-district employee (with a minimum of 2 years of experience in that position) shall be formally evaluated at least two times during the first full year of employment. The evaluation shall include at least a conference with the primary evaluator and a written summary prepared by the

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primary evaluator. Such evaluations may be structured to become increasingly comprehensive in scope.

- 3) A continuing employee with at least three years of experience in the District shall be formally evaluated in writing at least every third school year.

Nothing in this policy shall be interpreted as a limitation on the number, scope, or type of formal or informal evaluations that may be scheduled and conducted by the administration. The District may place different employees holding similar positions on different evaluation schedules and use different evaluation procedures or methods based upon, for example, the District's identification of a need for an employee to improve performance in one or more areas.

WISCONSIN STATUTES

- [Section 115.415](#) [educator effectiveness evaluation requirements]
- [Section 118.21](#) [teacher contracts]
- [Section 118.22](#) [renewal and nonrenewal of teacher contracts]
- [Section 118.225](#) [limited authority to use student assessment data as part of a teacher evaluation program]
- [Section 118.30\(2\)\(c\)](#) [prohibited uses of student assessment data]
- [Section 120.12\(2m\)](#) [school board duty to evaluate teachers using DPI-developed educator effectiveness evaluation system or equivalency evaluation process]
- [Section 121.02\(1\)\(a\)](#) [verification of licensure]
- [Section 121.02\(1\)\(b\)](#) [professional development of employees]

[Section 121.02\(1\)\(q\)](#) [evaluation of licensed staff]

WISCONSIN ADMINISTRATIVE CODE

- [PI 8.01\(2\)\(a\)](#) [annual certification to DPI of educator's current license]
- [PI 8.01\(2\)\(b\)](#) [professional development plan for employees]
- [PI 8.01\(2\)\(q\)](#) [evaluation of licensed staff]
- [PI 34](#) [DPI standards and licensure]
- [PI 34.32\(1\)](#) [license requirements for individuals who supervise and evaluate other professional staff]
- [PI 47](#) [equivalency process for educator effectiveness evaluation; principals and teachers]

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