

EVALUATION OF ADMINISTRATORS

The District Administrator and other licensed administrators in the District shall receive a written evaluation at the end of their first year of employment and at least every third year thereafter. If an administrator’s employment contract requires more frequent evaluations and/or particular types of evaluation(s), the administrator and the applicable evaluator(s) shall adhere to those additional contractual requirements. Further, beginning no later than the first year in which the District is required to use the educator effectiveness evaluation process, all principals shall be evaluated in substantial and material compliance with the educator effectiveness evaluation system for principals that the District implements pursuant to state law.

Written evaluations shall be based, at least in part, on Board-adopted position descriptions, including the administrator’s job-related activities, and shall include observation of the administrator’s performance as part of the evaluation data. However, nothing in this policy shall be interpreted as a limitation on the number, scope, or type of formal or informal performance evaluations that may be conducted with respect to administrators. 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.

The Board shall be responsible for the District Administrator’s evaluation, including determining the specific criteria and procedures it will use in assessing the District Administrator’s performance. Except for those periodic written evaluations required by law, not all evaluations for the District Administrator that occur under this policy need to be reduced to a written document, provided that the Board is satisfied that a more informal process or outcome is sufficient at the time of the evaluation in question. However, at a minimum, a memo shall be inserted into the District Administrator’s personnel file to document the date any verbal evaluation occurred. The Board President shall work with the District Administrator to ensure that sufficient meetings are scheduled so that the evaluation process can reach its conclusion in a timely fashion.

LEGAL REFERENCES:

Wisconsin Statutes

- Section 115.415 [educator effectiveness; principal evaluation]
- Section 118.24 [administrator contracts]
- Section 120.12(2m) [school board duty to evaluate principals using DPI-developed educator effectiveness evaluation system or equivalency evaluation process]
- Section 121.02(1)(a) [school district standard; verification of licensure]
- Section 121.02(1)(b) [school district standard; professional development of employees]
- Section 121.02(1)(q) [school district standard; evaluation of licensed staff]

Wisconsin Administrative Code

- PI 8.01(2)(a) [annual certification to DPI of administrator’s current license]
- PI 8.01(2)(q) [board evaluation of district administrator]
- PI 34.03 [DPI’s administrator standards]
- PI 34.32(1) [license required to supervise and evaluate other professional staff]
- PI 47 [equivalency process for educator effectiveness evaluation; principals and teachers]

ADOPTED: February 11, 1999
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