

EVALUATION OF ADMINISTRATIVE STAFF

Administrators shall receive a written evaluation annually for their first two years of employment as an administrator with the district. Following the first two years of employment, the administrator will minimally be evaluated once every two years.

The Superintendent shall ensure that each such administrator has been evaluated at least once within each 12-month period that precedes the Board's vote on extending or renewing the administrator's contract in the situation where the individual's job performance (and not the elimination of the position) is the primary consideration relevant to the decision.

The Board delegates to the Superintendent the responsibility for defining and implementing the specific procedures, criteria and instruments that will be used to conduct the performance evaluations of other administrative personnel, provided that they are consistent with state law and the following general parameters:

1. The Board-adopted position description, including the key job-related activities defined therein, shall be reflected in evaluation criteria or otherwise assessed in an evaluation narrative;
2. The data used to evaluate an administrator shall include, but is in no way limited to, information that is based upon observation of the individual's performance;
3. Another administrator licensed by the Department of Public Instruction, and usually an individual serving in a supervisory role within the District, shall have primary responsibility for directing the evaluation process and producing the culminating, summative performance evaluation record applicable to any period covered by a written evaluation. This sentence does not prevent others from participating in, or providing data/information that is relevant to the evaluation process;
4. A component of each administrator's performance evaluation shall be an assessment of the manner in which the administrator monitors and evaluates the performance of the individuals who are supervised by the administrator; and
5. Other major areas to be covered within the administrative evaluation process, when applicable to the position, shall include the extent to which the administrator:
 - a. Demonstrates leadership in establishing, monitoring, and improving curriculum, instruction and assessment in a manner aligned with school and district goals, including especially those goals focused on attaining high levels of student achievement;
 - b. Engages in effective interpersonal and group communication with relevant constituencies;
 - c. Demonstrates effective problem-solving skills;
 - d. Engages in effective long-term planning and translates strategic priorities into tangible action steps;

- e. Effectively manages staff, resources and operations with the goal of establishing and maintaining a safe, efficient and effective environment for student learning;
- f. Demonstrates initiative and encourages innovation while adhering to applicable legal requirements, district policies, and supervisory direction;
- g. Shows respect for others and models the character traits, behaviors, and attitudes that the school district encourages in all of its staff members and students, including honesty, integrity, personal accountability, adaptability, resiliency, and professionalism;
- h. Fosters and encourages a positive culture within the applicable school, program, or department; and
- i. Demonstrates an understanding of and an appropriate sensitivity to the larger social, cultural, economic, legal and political contexts that affect education.

The Superintendent shall inform the Board of any significant changes to the District's administrative staff evaluation processes as implemented under this policy.

ADOPTED: January 8, 2018

REVISED:

LEGAL REF.: **Wisconsin Statutes:**
[Section 115.415](#) [Section 118.24](#) [Section 120.12\(2m\)](#)
[Section 121.02\(1\)\(a\)](#) [Section 121.02\(1\)\(b\)](#) [Section 121.02\(1\)\(q\)](#)

Wisconsin Administrative Code:
[PI 8.01\(2\)\(a\)](#) [PI 8.01\(2\)\(q\)](#) [PI 34.03](#) [PI 47](#)

CROSS REF.: Employee Handbook

REVIEW DATE: January 8, 2018