

CERTIFIED STAFF EVALUATION

All certified personnel of the School District of Jefferson shall be provided opportunities for professional growth and improvement through a careful analysis and appraisal of their performance of their professional responsibilities. All certified school personnel will know the specifications of their position and the evaluation of their performance shall be based upon such clearly defined and published specifications. Evaluations shall be conducted by district administrators who are fully certified for their administrative position and trained in the skills of staff evaluation.

For the purpose of this policy, certified school employees shall include all teachers (including special teachers, Title I teachers, reading specialists and gifted/talented resource teachers), administrators (except the Superintendent), guidance counselors, librarians, social workers, psychologists, speech therapists, physical therapists and occupational therapists employed by the School District of Jefferson.

Certified staff evaluations shall be conducted in accordance with state law and established guidelines.

ADOPTED: June 27, 1988

REVISED: January 22, 2001
November 25, 2013

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LEGAL REF.: Wisconsin Statutes: 115.415
Wisconsin Administrative Code: PI 8.01(2)(q)

CROSS REF.: GCN-R, Certified Staff Evaluation Guidelines
CBC-R, Timeline for Goal Setting and Communication to the Board and for Administrative Evaluations/Compensation
CBG, Evaluation of the Superintendent
Employee Handbook

CERTIFIED STAFF EVALUATION GUIDELINES

A. Evaluation Criteria

1. Written position descriptions shall be developed for all certified school employees. Position descriptions shall include the position title, the qualifications for the position, reporting responsibility, a job goal and various job responsibilities.
2. Position descriptions shall be developed with input from certified staff members in the affected classification.
3. Position descriptions shall be submitted for approval to the Board of Education.
4. All performance evaluations shall be based upon the job goal and job responsibilities listed in the position description and any goals developed by the staff member and evaluator.
5. Evaluations shall include observations of the individual's performance as part of the evaluation data.

B. Evaluation Procedures

1. Evaluation forms which relate the performance evaluation to the position description shall be developed by the Superintendent.
2. Written formal evaluations shall occur according to the following schedule:
 - a. Employees shall be evaluated at least two times per year during the first three years of employment with the district and at least one time per year for their fourth and fifth years and then once every three years thereafter.
 - b. Employees may be evaluated more often if requested by the employee or deemed appropriate by the evaluator.
3. Following each evaluation there shall be a conference between the evaluator and the employee being evaluated to review the findings of the evaluation and discuss recommendations for performance improvement.
4. A copy of the evaluation shall be provided to the employee being evaluated and a copy shall be placed in the employee's personnel file.

C. Employee Handbook

To the extent any provisions of these guidelines are in conflict with the provisions of the Employee Handbook applicable to certified school employees, the provisions of the Employee Handbook shall control.