

School Administration**General Administration****Philosophy of Evaluation**

The primary objectives of evaluation in the Watertown Unified School District include the following:

- To improve instruction
- To promote professional growth
- To assure quality
- To assist in employment decisions

Consistent and high quality evaluation will improve the quality of education and the morale of the personnel throughout the district. Evaluation data shall also be used to assist in making personnel decisions and to furnish a focus for potential staff development programs. Staff performance will be evaluated using the Wisconsin Professional Educators Standards.

The evaluation process must be based upon mutual trust and confidence between the evaluator and staff member. During the evaluation cycle, predetermined criteria shall be used to objectively measure performance. The cycle will assist each staff member to identify strengths as well as areas for improvement. Good performance shall be recognized, goals for improvement shall be established, and progress in reaching these goals shall be monitored and evaluated.

Each evaluator must be knowledgeable about the criteria and the procedures of evaluation. He/she shall objectively collect and analyze data about performance, provide feedback to the staff member, form judgments about performance and assist in performance improvement. The evaluator must also provide an opportunity for an open exchange of ideas and must be fair and open-minded.

It shall be the responsibility of the staff member to become knowledgeable about the criteria and the procedures of evaluation, to be receptive to suggestions and to make a sincere effort to achieve mutually set goals for improvement.

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