

Personnel

General Personnel Policies

Professional Staff Evaluation

The School Board and the professional staff view evaluation as a continuing process for the purpose of improving instruction and assessing the individual performance of staff members.

Every professional staff employee in the District will be supervised and evaluated by a certified school administrator or his/her designee.

- A new to the system employee, as defined in the employee handbook, shall be formally evaluated at least three times during the first year of employment, and at least annually thereafter until the employee is no longer considered new to the system.
- A continuing employee shall be formally evaluated at least every third school year.
- Assistance, recommendations and directions may, at the discretion of the employee's immediate supervisor, and consistent with legal requirements, be provided to each employee in an attempt to correct professional difficulties observed or noted.

Nothing in this policy shall be interpreted as a limitation to the number of formal or informal evaluations that may be conducted by the administration.

The Board delegates to the Superintendent and his/her administrative designee(s) the responsibility for defining and implementing a systematic program of evaluation for the professional staff covered by this policy. All professional staff evaluations shall be based on written job descriptions, including key job-related activities, and include observation of the individual's performance as part of the evaluation data. Professional staff evaluations shall be carried out in accordance with the evaluation procedures outlined in the employee handbook.

For the purpose of this policy, professional staff employees include all staff members holding a professional license issued by the Wisconsin Department of Public Instruction who are under contract with the District, other than licensed administrators working as administrators in the District.

Legal References:	Wisconsin Statute – 115.415
	Wisconsin Statute - 118.21
	Wisconsin Statute - 118.22
	Wisconsin Statute - 118.225
	Wisconsin Statute - 118.30(2)(c)
	Wisconsin Statute - 120.12(2m)
	Wisconsin Statute - 121.02(1)(b)
	Wisconsin Statute - 121.02(1)(q)
	Wisconsin Administrative Code – PI 8.01(2)(b)
	Wisconsin Administrative Code – PI 8.01(2)(q)
	Wisconsin Administrative Code – PI 34

Policy Approved: August 19, 1987

Policy Revised: August 25, 2014