

SCHOOL DISTRICT OF MAYVILLE

ADMINISTRATOR EVALUATION

The Board of Education of the School District of Mayville believes that evaluation of its staff is necessary to foster staff growth. A thorough evaluation procedure for all staff members shall be implemented for improvement of the instructional program of the District.

The District Administrator and the administrative staff shall be evaluated annually. The District Administrator shall be evaluated by the Board, and the administrative staff shall be evaluated by the District Administrator. The first evaluation shall be an informal, oral evaluation between the evaluator and the administrator and be done in the spring of the year. The second evaluation shall be a formal written evaluation conducted in the fall of the year. A conference shall be held between the evaluator and the administrator to discuss the written evaluation.

Each administrator being evaluated shall receive a copy of his/her written evaluation and be asked to sign the file copy. If the administrator chooses not to sign the evaluation, the evaluator shall make a note to that effect on the evaluation itself. Any administrator who does not agree with the findings of the written evaluation shall have the right to submit a rebuttal to the evaluation and to have that rebuttal attached to the written evaluation in question. Formal written evaluations shall become part of the administrators' personnel file.

LEGAL REF.: Section 121.02(1)(q) Wisconsin Statutes
PI 8.01(2)(q), Wisconsin Administrative Code

CROSS REF.: 526, Personnel Records
823, Access to Public Records
Administrator Job Descriptions

APPROVED: August 12, 1968
ADOPTED: August 25, 1968
REVIEWED:
REVISED: August 25, 1977; October 2, 1989; May 6, 1996; August 2, 2004

Signatures of School Board Members: _____

