

STAFF EVALUATION

The Board of Education believes that evaluation of its staff is necessary to foster staff growth and to improve the District's instructional program. Therefore, all staff members shall be evaluated in the District as outlined in this policy and consistent with state law, established District procedures and applicable employee agreements. The Standard Evaluation shall be a written evaluation between the immediate supervisor/principal and the employee.

- Professional Staff - The professional staff shall be evaluated as follows:
 - (1) All professional staff in their first year of employment in the District shall have two formal evaluations completed during that year.
 - (2) Second and third year professional staff members shall receive one formal evaluation per year.
 - (3) After the third year, a determination will be made by the immediate supervisor/principal as to whether the employee in question should be continued on an annual evaluation. If the supervisor/principal determines that the employee will be continued on the annual evaluation cycle, the annual evaluations will be continued from the fourth year on, until the supervisor/principal determines it is appropriate to discontinue the annual evaluation. Current teachers who are experiencing difficulties may also be evaluated more than once a year, as the need arises.

Beginning with the fourth year of employment teachers successfully completing the first three years of the evaluation process will be evaluated every 3 years on a rotation basis. Teachers who fall under the PI-34 licensure requirements will be held accountable to the programs and requirements established within the standards of PI-34.

The formal evaluation of professional staff shall be the responsibility of the appropriate supervisor/principal. The evaluation shall consist of both an evaluation of a particular class/job assignment, and an ongoing evaluation of the professional staff member's functioning throughout the school year.

- Coaches – District coaches shall be evaluated annually by the Athletic Director in cooperation with the Head Coach for all assistant coaches, and between the Head Coach and Athletic Director for each sport.
- Bus Drivers – Bus drivers shall be evaluated annually by the Director of Operations. The evaluation procedure and the instrument to be used shall be reviewed by the Board Transportation Committee on a regular basis. The evaluation of the driver shall lead to the end-of-year bonus awarded to the driver.
- Support Staff – Support staff members shall be evaluated annually by their immediate supervisor. This evaluation shall be tied to the merit pay for support staff members.

In all cases, it is required that the evaluator and the employee being evaluated have a conference to discuss the evaluation. The classroom visitation/observation may or may not be announced.

Each District employee being evaluated shall receive a copy of their written evaluation and be asked to sign the file copy of the evaluation. If the employee chooses not to sign the evaluation, the evaluator shall make a note to that effect on the evaluation itself. Any employee 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 employee's personnel file.

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

CROSS REF.: 152, Board Self-Evaluation
225, Administrator Evaluation
537, Professional Staff Development Opportunities
542, Support Staff Compensation and Benefits
823, Access to Public Records
Employee Job Descriptions

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

Signatures of School Board Members:

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