

ADMINISTRATIVE STAFF EVALUATIONS

District Administrator

An evaluation of the District Administrator's performance shall be conducted annually by the Board. The evaluation shall be based on the District Administrator's duties and responsibilities as outlined in a Board-approved job description and such performance objectives as may be agreed to by the Board and District Administrator.

The Board shall provide a written evaluation summary to the District Administrator in a conference with the full Board. There shall be a complete and frank discussion of all items on the evaluation summary to enable the District Administrator to have a thorough understanding of the evaluation's conclusions. Strengths of the District Administrator shall be discussed and areas of improvement shall be suggested.

Building Principals

Building principals shall be evaluated annually by the District Administrator. Such evaluations shall be carried out in conjunction with the annual evaluation of the District Administrator by the Board. Each evaluation shall be based on the building principal's duties and responsibilities as outlined in a Board-approved job description and such performance objectives as may be agreed to by the District Administrator and building principal.

The District Administrator shall meet with each building principal and provide him/her with a written evaluation summary. There shall be a complete and frank discussion of all items on the evaluation summary to enable the building principal to have a thorough understanding of the evaluation's conclusions. Strengths shall be discussed and areas of improvement shall be suggested.

The District Administrator shall inform the Board of the results of the evaluations.

LEGAL REF.: Sections 118.24 Wisconsin Statutes
121.02(1)(q)
PI 8.01(2)(q), Wisconsin Administrative Code

CROSS REF.: Board Exhibit 222(1), District Administrator Evaluation Form
Board Exhibit 222 (2), Building Principal Evaluation Form
Job Description Handbook

APPROVED: February 9, 2000