

EVALUATION - ADMINISTRATIVE PERSONNEL

Evaluation procedures should recognize at least three basic principles. First, all personnel evaluation must be carried out in an atmosphere of trust and confidence. Second, the purpose of any evaluation is to improve performance. Finally, evaluation is both formal and informal.

The Superintendent of the School District of Brodhead shall be directly responsible for the evaluation of members of the Administrative Staff assigned to the District Office and all Building Principals. Specific procedures and techniques used shall be cooperatively developed based on valid performance criteria and be as comprehensive as possible.

Informal evaluation shall be continuous and ongoing, and will be related to job description and responsibilities. Issues of policy, procedure or expectations will be resolved as they develop.

The formal evaluation process shall provide an opportunity for professional growth and improvement. Each Administrator will annually select, with the approval of the Superintendent, performance objectives and activities designed to meet these objectives. Objectives shall be consistent with the goals and objectives established by the Board and Superintendent. The Superintendent shall develop, in cooperation with the Administrative Staff, a procedure and time schedule for reviewing job performance and the level of success in meeting predetermined objectives.

Should performance of any member of the Administrative Staff fall below acceptable standards the Board shall be immediately informed. The Superintendent will work with that Administrator in developing a plan for remediating these performance deficiencies, and evaluating progress toward improvement. Should further job action become necessary, the Administrator will be afforded all due process steps set forth in statute.

The Superintendent shall report annually, at a time selected by the Board, a general performance evaluation of Administrative Staff members.

LEGAL REF: WI. ST. 118.24

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