

DISTRICT ADMINISTRATOR EVALUATION

2001.5

I. Purposes of Evaluation:

- a. To promote the professional improvement and growth of the Administrator, thus bringing about overall performance improvement.
- b. To provide a systematic method to inform an Administrator regarding performance, while respecting just cause and due process provisions.
- c. To provide specific information to enhance the performance of an Administrator.
- d. To provide a historical record of evaluations on the Administrator for protection from hasty or unjust criticism.

II. Process of Evaluation:

- a. The Board of Education will assume responsibility for the evaluation of the District Administrator. The process may allow the Administrator an opportunity to self-evaluate, as well as to be evaluated by the Board.

III. Format of Evaluation:

- a. For evaluation to be effective, both the Administrator and the Board must understand what is being evaluated. Therefore, the Administrator and Board members shall have a description of each mutually agreed upon item on the Administrator's Formal Evaluation Report.
- b. The Board, after discussion with the Administrator, may select and use additional supplemental evaluation instruments (including self-evaluation).

IV. Procedure for Evaluation:

The Board shall prepare the District Administrator evaluation at the regular December Board meeting. The Board or its designee shall present the evaluation to the Administrator for review prior to the regularly scheduled January meeting. Each Board member shall evaluate the Administrator using the Administrative Evaluation form. Members will send the Board President copies of their completed evaluation forms no later than 7 days prior to the December Board meeting. The Board President will then prepare a composite of the Board evaluations and present it to the remaining Board members at the December meeting. When evaluation report items are identified as deficient, a written explanation will indicate steps needed to improve performance to an acceptable level. Problems of a serious nature will be called to the immediate attention of the Administrator, by the Board President, to allow opportunity for making improvement before the formal evaluation.

Wisconsin Statutes 118.24

Adopted: 2-21-01