

# PROFESSIONAL STAFF EVALUATION

## Policy 538

Waunakee Community School District

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~~(This sample policy reflects the minimum requirements for the number and timing of formal, written professional staff evaluations and provides other general guidance related to the district's plan for such evaluations. This policy does not attempt to capture the district's specific choices in regard to implementation of the state's educator effectiveness evaluation process, such as how student test scores and other achievement data will be incorporated into and used within the evaluation process. Those additional details about the local evaluation process would be captured in a rule/procedure or in an evaluation plan document.)~~

Employee evaluation is a continuing process conducted for the purpose of assessing the individual performance of staff members, facilitating professional development, and improving student instruction and District operations.

Every professional employee in the District will be supervised and evaluated by a certified school administrator and/or his/her appropriately-licensed designee.

- A new-to-the-District professional employee shall be formally evaluated in writing at the end of the employee's first year of employment.
- After the first year, a continuing employee shall be formally evaluated in writing ~~at least every third school year~~ **as indicated in the employee handbook.**
- As deemed appropriate by an evaluator or by another administrator who is serving in a supervisory role, the District may, at any time and not necessarily connected to a formal evaluation, provide an employee with recommendations, directives, or other types of assistance in order to foster the employee's professional growth and/or in an attempt to remedy any performance deficiencies or professional difficulties that have been identified.

Nothing in this policy shall be interpreted as a limitation to the number of formal or informal evaluations that may be conducted by the administration.

The School Board delegates to the District Administrator and his/her administrative designee(s) the responsibility for defining and implementing a systematic program of evaluation for the professional employees covered by this policy. The evaluation of professional employees shall be based on written job descriptions, including key job-related activities, and shall include observation of the individual's performance as part of the evaluation data. **Information about the District's professional staff evaluation plan shall be included in the District's Employee Handbook.**

For the purpose of this policy, professional employees include all staff members holding a professional license issued by the Wisconsin Department of Public Instruction who are under contract with the District, other than individuals who are employed as licensed administrators.

### Legal References:

#### Wisconsin Statutes

<sup>1</sup> ~~Note this is not required – I wanted to flag this in case you did not include information about evaluations in the employee handbook.~~

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<a href="#">Section 115.415</a>	[educator effectiveness evaluation requirements]
<a href="#">Section 118.21</a>	[teacher contracts]
<a href="#">Section 118.22</a>	[renewal and nonrenewal of teacher contracts]
<a href="#">Section 118.225</a>	[limited authority to use student assessment data as part of a teacher evaluation program]
<a href="#">Section 118.30(2)(c)</a>	[prohibited uses of student assessment data]
<a href="#">Section 120.12(2m)</a>	[school board duty to evaluate teachers using DPI-developed educator effectiveness evaluation system or equivalency evaluation process]
<a href="#">Section 121.02(1)(a)</a>	[verification of licensure]
<a href="#">Section 121.02(1)(b)</a>	[professional development of employees]
<a href="#">Section 121.02(1)(a)</a>	[evaluation of licensed staff]

### Wisconsin Administrative Code

<a href="#">PI 8.01(2)(a)</a>	[annual certification to DPI of educator's current license]
<a href="#">PI 8.01(2)(b)</a>	[professional development plan for employees]
<a href="#">PI 8.01(2)(a)</a>	[evaluation of licensed staff]
<a href="#">PI 34</a>	[DPI standards and licensure]
<a href="#">PI 34.064</a>	[license requirements for individuals who supervise and evaluate other professional staff]
<a href="#">PI 47</a>	[equivalency process for educator effectiveness evaluation; principals and teachers]

### Cross References:

WASB PRG 538 Sample Policy 5  
[Certified Staff Job Descriptions Policies 530-531](#)  
[536.3, Suspension and Dismissal of Professional Staff Members](#)  
[538.1, Supervision of Professional Staff](#)

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