



Book	Policy Manual
Section	Policies for the Board Vol. 30 No. 1 December 2020
Title	Copy of STAFF EVALUATION
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3220 - **STAFF EVALUATION**

The Board ~~of Education~~ is responsible for the employment ~~and discharge~~ of all personnel. To carry out this responsibility, it delegates to the District Administrator the function of ~~developing, establishing and implementing~~ professional staff job descriptions for Board approval in accordance with Policy 3120.01 - Job Descriptions. The District Administrator is responsible for implementing approved job descriptions, ~~and~~ a program of personnel assessment that identifies specific criteria and a systematic procedure to evaluate staff.

It is the purpose of the program of staff assessment to:

- A. strive for the improvement of the total District program;
- B. stress the importance of personal improvement on the part of individual professional staff members so that each student may be provided a quality education;
- C. ensure the continuous improvement of administrative and supervisory services provided professional staff members;
- D. evaluate the renewal or non-renewal of individual contracts and to assist in staff assignments;
- E. aid in the establishment of individual staff member compensation.

The staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. In such an instance, all relevant evaluation documents may be used in the proceedings.

A professional staff member shall be given a copy of any documents relating to his/her performance that will be placed in the personnel file.

Certificated or Licensed Teachers

Evaluations shall be conducted in the first year of employment and at least every third year thereafter, or more frequently as determined by the administration.

Evaluations shall be conducted consistent with applicable State law and the District's guidelines.

120.12(2m)

Legal

P.I. 8.01(2q), Wis. Adm. Code

118.225, 118.30, 121.02 (1) (q) Wis Stats

20 USC 6311

Last Modified by Coleen Frisch on March 15, 2021