

DE SOTO AREA SCHOOL DISTRICT

225

ADMINISTRATOR EVALUATION

District Administrator

The Board of Education shall be responsible for annually evaluating the District Administrator's job performance. The Board shall schedule a minimum of one evaluation each year, no later than January 31st of each calendar year.

Attention shall be given to the District Administrator's responsibilities as outlined in the job description and the annual goals established by the Board and District Administrator. Mutually agreed upon objectives shall be established in February of each calendar year between the Board and the District Administrator.

At each evaluation date, the District Administrator shall submit a written self-evaluation on the previously agreed upon objectives. The Board shall prepare a written evaluation. One copy of the written evaluation shall be retained by the Board in accordance with the approved records retention schedule and one copy shall be given to the District Administrator. "One copy of the written evaluation shall be placed in the District Administrator's personnel file and one copy shall be given to the District Administrator." Access to evaluation reports shall be consistent with state law.

All evaluation meetings shall be in closed session and be held in accordance with state law.

Evaluation of Other Administrators

An evaluation of each administrator's performance shall be conducted (e.g., annually; during the first year of employment and at least every third year thereafter). The evaluation shall be based on the written job description, observation and such performance objectives as may be agreed to by the administrator and his/her supervisor.

LEGAL REF.: Sections 19.85 Wisconsin Statutes
118.24
121.02(1)(q)
PI 8.01(2)(q), Wisconsin Administrative Code

CROSS REF.: 231, District Administrator (Job Description)

- 232, Middle/High School Principal (Job Description)
- 233, Elementary School Principal (Job Description)
- 234, Director of Special Education (Job Description)

APPROVED: August 20, 2007
