

SCHOOL DISTRICT OF WAUPACA

SERIES 200 ADMINISTRATION

CODE: 225

Evaluation of Administrators

The District Administrator shall receive a written evaluation at the end of their first year of employment and at least every third year thereafter. If an administrator's employment contract requires more frequent evaluations and/or particular types of evaluation(s), the administrator and the applicable evaluator(s) shall adhere to those additional contractual requirements.

Written evaluations shall be based, at least in part, on Board-adopted position descriptions, including the administrator's job-related activities, and shall include observation of the administrator's performance as part of the evaluation data. However, nothing in this policy shall be interpreted as a limitation on the number, scope, or type of formal or informal performance evaluations that may be conducted with respect to the District Administrator.

The Board shall be responsible for the District Administrator's evaluation, including determining the specific criteria and procedures it will use in assessing the District Administrator's performance. The District Administrator shall notify the Board President of any required or agreed-upon dates by which his/her evaluations are to be conducted, and the Board President shall work with the District Administrator to ensure that sufficient meetings are scheduled so that the evaluation process can reach its conclusion in a timely fashion.

The District Administrator shall be responsible for the evaluation of other administrators in the District and shall either perform those evaluations himself/herself or shall direct that those evaluations be performed by other persons who have the training, knowledge and skills necessary to evaluate licensed administrative personnel. The Board delegates to the District Administrator the responsibility for defining and implementing a systematic program of evaluation for other administrative staff covered by this policy. The District Administrator shall inform the Board of any significant changes to the District's administrative staff evaluation processes as implemented under this policy.

ADOPTED: 031417

REVISED:

REVIEWED:

LEGAL REFERENCE:

Wisconsin Statutes

[Section 115.415](#)

(educator effectiveness; principal evaluation)

[Section 118.24](#)

(administrator contracts)

[Section 120.12\(2m\)](#)

(school board duty to evaluate principals using DPI-developed educator effectiveness evaluation system or equivalency evaluation process)

[Section 121.02\(1\)\(a\)](#) (school district standard; verification of licensure)
[Section 121.02\(1\)\(b\)](#) (school district standard; professional development of employees)
[Section 121.02\(1\)\(c\)](#) (school district standard; evaluation of licensed staff)

Wisconsin Administrative Code

[PI 8.01\(2\)\(a\)](#) (annual certification to DPI of administrator's current license)
[PI 8.01\(2\)\(a\)](#) (board evaluation of district administrator)
[PI 34.03](#) (DPI's administrator standards)
[PI 34.32\(1\)](#) (license required to supervise and evaluate other professional staff)
[PI 47](#) (equivalency process for educator effectiveness evaluation; principals and teachers)

CONTRACT REFERENCE:

CROSS REFERENCE:

The School District of Waupaca is an Equal Opportunity Employer. The School District of Waupaca does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.