

SCHOOL DISTRICT OF WAUPACA

SERIES 500 PERSONNEL

CODE: 538

EVALUATION OF PROFESSIONAL STAFF

In order to assure the continuation of a sound educational program the Board of Education directs the District Administrator to implement an evaluation process for the purpose of helping all professional staff members strengthen their professional abilities.

The evaluation process will assure that:

1. The criteria used in the evaluation are based on the stated goals & objectives of the district, and relate to the staff members' position description.
2. Evaluation procedures, forms, position descriptions, guides, and criteria are determined by the administration. Instructional staff shall be given the opportunity to participate in the development of these items.
3. Evaluative criteria are explicit, encourage objective judgment, and relate as much as possible to those performances and behaviors that bear directly on the advancement of the instructional program.
4. The evaluative process is carried out on a regular, continuing basis and includes opportunities for both formal and informal evaluations.
5. The process employs a variety of techniques for assessing performance.
6. The process encourages continuing self-evaluation & self-improvement in job performance.
7. Each observation and evaluation includes follow-up consultation between the staff member and his/her evaluator, the staff member then receives a signed copy of any written evaluation of his/her job performance.
8. Evaluators are given training in the techniques & skills of evaluation.
9. Evaluations will be used to inform professional employees of supervisory appraisal of their performance and will be applied in the planning of professional staff development & inservice training activities.
10. Evaluation model will be based on the document "Facilitating Professional Growth Through Differentiated Supervision".

ADOPTED: 021495

REVISED:

REVIEWED:

LEGAL REFERENCE:

CONTRACT REFERENCE:

CROSS REFERENCE:

School District of Waupaca is an Equal Opportunity Employer