

**SERIES 200
ADMINISTRATION**

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EVALUATION OF ADMINISTRATIVE STAFF

Superintendent

An evaluation of the Superintendent's performance shall be conducted annually by the Board. The evaluation shall be based on the Superintendent's duties and responsibilities as outlined in a Board-approved job description and such performance objectives as may be agreed to by the Board and Superintendent.

The Board shall provide a summary to the Superintendent in a conference with the full Board. There shall be a complete and frank discussion of all items on the evaluation summary to enable the Superintendent to have a thorough understanding of the evaluation's conclusions. Strengths of the Superintendent shall be discussed and areas of improvement shall be suggested.

Other Administrators

Administrative staff members shall be evaluated annually by the Superintendent.

Administrative staff evaluations shall be based on Board-approved job descriptions and such performance objectives as are agreed to by the Superintendent and the individual administrative staff member. Strengths of the administrative staff member shall be discussed and areas of improvement shall be suggested.

The Superintendent shall provide a summary for each administrative staff member concerning his/her performance. The Superintendent shall inform the Board of the results of the administrative staff evaluations.

Legal References: Sections 118.24 Wisconsin Statutes
 121.02(1)(q)
 PI 9.03(1), Wisconsin Administrative Code

Cross Reference: Administrative Staff Job Descriptions

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