

SCHOOL DISTRICT OF WAUZEKA-STEUBEN
DISTRICT ADMINISTRATOR EVALUATION

The Board of Education of the School District of Wauzeke-Steuben shall be responsible for annually evaluating the job performance of the District Administrator of Schools. The evaluation shall be in closed session and will be treated as confidential in accordance with State Stat. 19.85 (1). The evaluation may be informal and ongoing but annually in January the Board shall provide a written evaluation summary to the District Administrator. There will be complete and frank discussion of all items on the evaluation summary to enable the District Administrator to have a thorough understanding of the evaluation's conclusions. The purpose of the evaluation shall be to review all aspects of responsibilities as enumerated in the employee's job description.

The evaluation will be based on observations, as well as the Board-adopted written job description. The evaluation will focus on the strengths and weaknesses identified by Board members in fulfilling responsibilities outlined in the District Administrator's job description, progress toward Board approved goals for the school year, and other goals or concerns agreed on by the Board and Superintendent for the following school year.

Annually, in December, the Board and District Administrator will jointly review the District Administrator's job description to ensure that it accurately reflects both board expectations and the realities of the District Administrator's day-to-day responsibilities. When appropriate, the job description will be modified through official Board action.

Legal References: **Wis. Stats. §§ Sections 118.24 & 121.02(l)(q); PI8.01(2)(q) Wisconsin Administrative Code**

Cross References: **District Administrator Job Description**

Adoption Date: **6/20/1988**

Date Revised: **1/20/2014**

Date Reviewed: