

SCHOOL DISTRICT OF WAUZEKA-STEUBEN**DISTRICT ADMINISTRATOR EVALUATION**

The Board of Education of the School District of Wauzeka-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, administrator standards identified by the Department of Public Instruction, 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.

The Board shall use data and other available objective and subjective evidence to inform its evaluation of the District Administrator. The District Administrator shall be responsible for preparing such data and other evidence as he/she believes may be relevant to the evaluation process, except as otherwise directed by the Board. As part of the evaluation process, the Board may also require the District Administrator to complete a self-evaluation that assesses the present working relationship between the Board and the District Administrator, and that summarizes progress to date on District goals and on any other goals or expectations that had been established specifically for the District Administrator.

Legal References: Wisconsin Stats. §§ Sections 118.24 & 121.02(l)(q); PI 8.01(2)(q) Wisconsin Administrative Code, PI 34

Cross References: District Administrator Job Description

Adoption Date: 6/20/1988, 5/19/2025

Date Revised: 5/19/2025