

**SCHOOL DISTRICT OF WAUZKA-STEUBEN****SUPPORT STAFF EVALUATION**

The School District of Wauzeka-Steuben Board of Education believes that a program of continuous evaluation is necessary for the improvement of employees and of the educational program. Therefore, support service personnel shall be evaluated a minimum of once a year. Employees not covered by a collective bargaining agreement shall be formally evaluated on an annual basis by their respective supervisor. The purpose of the evaluation shall be to review all aspects of the employee's assignment and to cover the major areas of the employee's responsibilities as enumerated in the employee's job description, and duties to the school system, including, but not limited to the following:

1. Specific work assignment;
2. Understanding his/her role in the total program;
3. Attitude toward children and public education;
4. Attitude toward teachers, supervisor, and fellow employees; and
5. Work habits.

The employee's supervisor shall be responsible for seeing that each employee knows the basis for evaluation significantly in advance of said evaluation. Employees, especially those new to the District shall look to their specific job description and their immediate supervisor for an explanation of their duties and responsibilities. Specific evaluation procedures shall be developed by the administration. All annual support service evaluations will be completed by May 1<sup>st</sup> of each year.

Each employee will receive a written evaluation of his/her evaluation of his/her job performance during each year of employment. The primary purpose of evaluation is to provide continuous improvement in the quality of service to the District.

1. The District will orient all new employees regarding evaluation procedures and instruments. If the instrument is changed, all employees will be reoriented.
2. Monitoring or observation of work performance of an employee for purposes of evaluation shall be conducted openly. Each employee shall be informed of the identify of his/her evaluator(s).
3. Routine evaluations will be conducted during the first year of employment and at least one each year.
4. Each employee shall be given a copy of the evaluation report prepared by his/her immediate supervisor.
5. The employee has the right to answer any evaluation placed in their file and have his/her answer attached to the file copy.
6. Any notification of unsatisfactory performance in the evaluation procedure shall include a written notice.

7. Informal observations are recognized as valuable tools that may increase an employee's effectiveness. However, an informal observation, including complaints made by the administration or any other person serious enough to have an effect on an employee's evaluation or continued employment shall be in writing and a copy of which shall be given to the employee. Said employee complaints and his/her answer shall be attached to the filed compliant.

**Legal References:** Administrative Rule 115, 118.04; Wisconsin State Statutes §§ 19.34 (1)118.15, 118.16, 121.004(7), 121.14

**Cross References:**

**Adoption Date:** 1/18/1998

**Date Revised:** 9/18/2000; 6/16/2014

**Date Reviewed:**