

Policy #: 538

SCHOOL DISTRICT OF WEBSTER

Date Adopted: March 21, 2016

Date Revised:

Policy Title: Professional Staff Evaluation

The School Board and the professional staff view evaluation as a continuing process for the purpose of improving instruction and assessing the individual performance of staff members.

Every professional staff employee in the District will be supervised and evaluated by a certified school administrator and/or his/her designee.

- A new-to-the-system employee shall be formally evaluated at two time(s) during the first year of employment, and at least annually thereafter until the employee is no longer considered new to the system.
- A continuing employee shall be formally evaluated at least every third school year.
- Assistance, recommendations and directions may, at the discretion of the employee's immediate supervisor and/or the District Administrator, and consistent with legal requirements, be provided to each employee in an attempt to correct professional difficulties observed or noted.

Nothing in this policy shall be interpreted as a limitation to the number of formal or informal evaluations that may be conducted by the administration.

The Board delegates to the District Administrator and his/her administrative designee(s) the responsibility for defining and implementing a systematic program of evaluation for the professional staff covered by this policy. All professional staff evaluations shall be based on written job descriptions, including key job-related activities, and include observation of the individual's performance as part of the evaluation data. Professional staff evaluations shall be carried out in accordance with the evaluation procedures outlined in the *Employee Handbook*.

For the purpose of this policy, professional staff employees include all staff members holding a professional license issued by the Wisconsin Department of Public Instruction who are under contract with the District, other than licensed administrators.

Legal References:

Wisconsin Statutes

[Section 115.415](#) [educator effectiveness evaluation requirements]

[Section 118.21](#) [teacher contracts]

[Section 118.22](#) [renewal and nonrenewal of teacher contracts]

[Section 118.225](#) [limited authority to use student assessment data as part of a teacher evaluation program]

[Section 118.30\(2\)\(c\)](#) [prohibited uses of student assessment data]

[Section 120.12\(2m\)](#) [school board duty to evaluate teachers using DPI-developed educator effectiveness evaluation system or equivalency evaluation process]

[Section 121.02\(1\)\(a\)](#) [verification of licensure]

[Section 121.02\(1\)\(b\)](#) [professional development of employees]

[Section 121.02\(1\)\(q\)](#) [evaluation of licensed staff]

Policy #: 538

SCHOOL DISTRICT OF WEBSTER

Date Adopted: March 21, 2016

Date Revised:

Policy Title: Professional Staff Evaluation

Wisconsin Administrative Code

[PI 8.01\(2\)\(a\)](#) [annual certification to DPI of educator's current license]

[PI 8.01\(2\)\(b\)](#) [professional development plan for employees]

[PI 8.01\(2\)\(q\)](#) [evaluation of licensed staff]

[PI 34](#) [DPI standards and licensure]

[PI 34.32\(1\)](#) [license requirements for individuals who supervise and evaluate other professional staff]

[PI 47](#) [equivalency process for educator effectiveness evaluation; principals and teachers]