

**DODGELAND SCHOOL DISTRICT  
Board Policy Manual**

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**EVALUATION OF ADMINISTRATORS**

The District Administrator and other licensed administrators in the District shall receive a written evaluation at the end of their first year of employment and at least every third year thereafter. If an administrator's employment contract requires more frequent evaluations and/or particular types of evaluation(s), the administrator and the applicable evaluator(s) shall adhere to those additional contractual requirements.

Written evaluations shall be based, at least in part, on Board-adopted position descriptions, including the administrator's job-related activities, and shall include observation of the administrator's performance as part of the evaluation data.

The Board shall be responsible for the District Administrator's evaluation, including determining the specific criteria and procedures it will use in assessing the District Administrator's performance. The District Administrator shall notify the Board President of any required or agreed-upon dates by which his/her evaluations are to be conducted, and the Board President shall work with the District Administrator to ensure that sufficient meetings are scheduled so that the evaluation process can reach its conclusion in a timely fashion.

The District Administrator shall be responsible for the evaluation of other administrators in the District and shall either perform those evaluations himself/herself or shall direct that those evaluations be performed by other persons who have the training, knowledge and skills necessary to evaluate licensed administrative personnel. The Board delegates to the District Administrator the responsibility for defining and implementing a systematic program of evaluation for other administrative staff covered by this policy. The District Administrator shall inform the Board of any significant changes to the District's administrative staff evaluation processes as implemented under this policy.

LEGAL REF:           Sections       115.415 Wisconsin Statutes  
                                                          118.24  
                                                          120.12(2m)  
                                                          121.02 (1)(a), (b) and (q)  
                          PI 8.01 (2)(a) Wisconsin Administrative Code  
                          PI 8.01 (2)(q)  
                          PI 34.03

CROSS REF:           Administrative Job Descriptions

Approved:            February 20, 1989  
Revised (WASB):    May 20, 2013