

**DODGELAND SCHOOL DISTRICT**  
**Board Policy Manual**

538

**PROFESSIONAL STAFF EVALUATIONS**

The Board recognizes that professional staff evaluation is intended to enhance the education of students by improving programs, services and staff effectiveness. The Board requires regular, periodic evaluations of all professional staff personnel to serve the following purposes:

1. To raise the quality of instructional programs and educational services for the students;
2. To promote exemplary staff performance through the identification of professional strengths and weaknesses, and
3. To assist staff in the continuous growth and development of professional abilities and competencies.

The Board shall establish specific criteria and a systematic procedure to measure the performance of professional staff personnel. Professional staff members shall be evaluated, in writing, at the end of their first year and at least every third year thereafter. Additional evaluations may be conducted at the discretion of the administration. Building principals shall be responsible for the evaluation of the professional staff under their direct supervision. The District Administrator shall be responsible for conducting the evaluations of district level personnel. All evaluations are to be reviewed with the professional staff members, signed, and placed in individual personnel files.

For the purpose of this policy, professional staff personnel include all staff members who are required to possess a license or certification issued by the Wisconsin Department of Public Instruction in order to hold a position in the district, except administrators covered by a different policy.

Evaluations shall be based on written board approved job descriptions including job related activities, and include observation of the individual's performance as part of the evaluation data. Evaluations shall be conducted in accordance with state law and established District procedures.

LEGAL REF.:     Section 121.02 (1)(q)     Wisconsin Statutes  
                  PI 8.01 (2) (q)         Wisconsin Administrative Code

CROSS REF:     538 Rule, Professional Staff Evaluation Procedures  
                  254, Job Descriptions  
                  Professional Staff Job Descriptions

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