

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

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**SUPPORT STAFF EVALUATION**

The Dodgeland School Board believes that support staff personnel have an important role in the education of students in the district by enhancing and supporting the activities of the professional staff. For this reason the School Board requires that each support staff member is evaluated at the end of their first year and at least every third year thereafter to promote high quality job performance.

The District Administrator shall be responsible for developing and implementing an effective evaluation program for support staff that is a positive, cooperative approach aimed at continuous improvement of job skills and competencies. Evaluations shall be based on written job descriptions including the essential functions of the job.

An administrator, or immediate supervisor, shall be assigned to each support staff member to conduct the evaluation. Evaluations shall be in writing and a copy shall be provided to support staff members. Support staff members shall have the opportunity to discuss the evaluations with the administrators or immediate supervisors who conducted the evaluations. Evaluations shall be signed and placed in individual district personnel files.

LEGAL REF.:     Sections     19.36(10)     Wisconsin Statutes  
                                  103.13  
                                  111.31-111.395  
                                  120.12(2)  
                                  120.13

CROSS REF.:     254, Job Descriptions  
                                  511, Equal Opportunity Employment  
                                  District Job Description Handbook

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