

**PROFESSIONAL STAFF EVALUATION**

Because it is universally accepted that good teaching is the most important element in a sound educational program, provision shall be made to conduct appraisals of each professional staff member's performance.

Appraisal of each professional staff member's performance should serve three purposes:

1. To raise the quality of instruction and educational service to the children of our community.
2. To raise the standards of the teaching profession as a whole.
3. To aid the individual to grow professionally.

Evaluation of professional staff performance is a cooperative, continuing process designed to improve the quality of instruction. All professional employees are involved in the evaluation process. The professional staff member shares responsibility for the development and maintenance of those professional standards and attitudes regarding the evaluation process, which improves instructional qualities.

Each professional staff member shall be evaluated annually during his/her first three years of employment by the district, and at least every third year thereafter. The evaluation shall be conducted in compliance with state law.

The building principal or immediate supervisor shall orient all new professional staff members with the evaluation procedures and standards during the first two weeks of their assignment. Each professional staff member shall be advised as to who will observe and evaluate his/her performance. No formal observations shall take place until such orientation has been completed.

The formal evaluation shall be written and shall be discussed by the supervisor and the person being evaluated. The discussions may either precede or follow the writing of the evaluation document. Both parties shall sign copies of the written document. A copy shall be placed in the staff member's personnel file and a copy shall be given to the staff member who was evaluated. The signature should indicate that the evaluation has been read and discussed.

The written evaluation should be specific in terms of a person's strengths and weaknesses. Those areas where improvement is needed should be clearly set forth and recommendations for improvement should be made. Subsequent evaluations should address themselves to any improvement or to any continuing difficulty which is observed.

Failure of a professional staff member to improve his/her performance that has been evaluated as marginal or submarginal shall be considered grounds for consideration of nonrenewal of his/her contract as provided by state law. Concerns or recommendations that relate to an adverse evaluation shall be provided in written form to the staff member.

LEGAL REF:           Sections 118.22 Wisconsin Statutes  
                          121.02(1)(q)  
                          PI 8.01(2)(q), Wisconsin Administrative Code

CROSS REF:           Professional Staff Job Descriptions

APPROVED:           06/08/2009