Series	**200**	**Administration**
Section	**210**	**Administration Goals**
Policy	**225**	**Administrator Evaluation**

In order to meet the accountability responsibilities of administrative leadership positions, all administrators shall be evaluated annually.

The Board shall evaluate the performance of the District Administrator using the following process:

- Goal Setting — July/August
- 1st Mid Course Review — December
- 2nd Mid Course Review — April
- Final Evaluation — June

The evaluation shall reflect Board consensus of the District Administrator performance. The Board as a whole shall meet with the District Administrator to discuss the evaluation. The evaluation shall include an assessment of:

- Review of Goals and Progress — December & April
- General Assessment of Performance Relative to Job Description — December
- Special Challenges or Accomplishments — December & April
- Recommendations — June

All other administrator positions shall be evaluated on an on-going basis by the District Administrator, who shall keep the Board informed of the evaluation results. A formal written evaluation shall be completed annually and discussed with each administrator.

All administrator evaluations shall be based on their written job descriptions and on defined quality expectations developed for each criteria being assessed.

Legal References: Wisc SS 118.24, 121.02(1)(q), PI 8.01(2)(q), Wisconsin Administrative Code
Cross Reference: Administrator Job Description
Approved: June 2013
Last Reviewed: November 2015