

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

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STAFF EVALUATION AND EDUCATOR EFFECTIVENESS

The Board is responsible for the employment of all personnel. To carry out this responsibility, it delegates to the District Administrator the function of developing professional staff job descriptions for Board approval in accordance with Policy 3120.01 – Job Descriptions. The District Administrator is responsible for implementing approved job descriptions, a program of personnel assessment that identifies specific criteria and a systematic procedure to evaluate staff. This procedure shall include an appropriate and approved Educator Effectiveness program for the evaluation of teachers and Principal in the District.

It is the purpose of the program of staff assessment to:

- A. ensure the continuous improvement of administrative and supervisory services provided professional staff members;
- B. establish a process of continuous and systematic professional staff member evaluation.

The staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. In such an instance, all relevant evaluation documents may be used in the proceedings.

A professional staff member shall be given a copy of any documents relating to his/her performance that will be placed in the personnel file.

Licensed Teachers and Principals

Evaluations shall be conducted in the first year of employment and at least every third year thereafter, or more frequently as determined by the administration or the protocols of the Educator Effectiveness program adopted and used by the Board. Pursuant to Wisconsin's Educator Effectiveness law, the Board delegates to the District Administrator the task of selecting and implementing an approved Educator Effectiveness program such that the District is in compliance with State Law.

The Board will use the educator effectiveness model available from CESA 6 and will assess, upon the recommendation of the District Administrator, whether to use an alternative program.

Evaluations shall be conducted based on the model in place at the time and consistent with applicable State law and the District's guidelines.

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The administration is authorized to implement additional evaluation procedures for specific personnel in need of additional or alternative evaluation in addition to the educator effectiveness program. A positive rating from the educator effectiveness model does not necessarily preclude the District from taking adverse employment action towards an employee for other performance or conduct related reasons, or from implementing remedial or performance improvement measures.

Legal References:

P.I. 8.01(2q), P.I. 47 Wis. Adm. Code

118.225, Wis. Stats.

118.30, Wis. Stats.

121.02(1)(q) Wis. Stats.

120.12(2m), Wis. Stats.

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