

Revised: June 14, 2004  
Revised: August 14, 2006  
Revised: January 14, 2013

526.1

## EMPLOYEE EVALUATION

The Evansville Community School District Board of Education, in order to ensure high quality performance, and to advance the District's mission, goals, programs, and services, requires annual review and/or regular evaluation of each employee. The District Administrator and administrative staff, with the involvement of employees, shall develop procedures to serve as a basis for improving job performance. Evaluations will be based on written job descriptions.

Evaluation of certified staff, administrative assistants, secretaries, clerks, educational assistants, and receptionist, will be conducted by supervising administrators.

Custodians and building and grounds employees will be evaluated by the Director of Building and Grounds.

Food service employees will be evaluated by the District food service provider with input from the Business Manager.

Coordinators and specialists will be evaluated by the Business Manager and/or the Director of Curriculum and Instruction.

Legal Ref.: Section 121.02(1)(q) Wisconsin Statutes  
115.415 and 120.12(2m) (Educator Effectiveness)  
118.225 (Teacher Evaluations)  
118.30(2)(c) (Pupil Assessment)  
118.43(2)(d) (Achievement Guarantee Contracts; State Aid)  
PI 8.01(2)(q), Wisconsin Administrative Code