



RIVER VALLEY SCHOOL DISTRICT

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Administrator Contracts

The Board and administrators shall enter into written contracts establishing rate of pay and other conditions of employment. The term of these contracts shall be in accordance with state law and shall be on file in the central office.

Administrative staff members shall be evaluated at least annually by the district administrator.

Administrative staff evaluations shall be based on written job descriptions and such performance objectives as are agreed to by the district administrator and the individual administrative staff member. Strengths of the administrative staff member shall be discussed and areas of improvement shall be suggested or directed.

A written evaluation report shall be prepared for each administrative staff member concerning his/her job performance. The district administrator shall review with the Board the results of administrative staff evaluations.

The Board, when considering the release of an administrator, shall be guided by the following whenever possible:

1. Base judgment on written evaluations using the job description as a primary basis.
2. Prior submission to the administrator of written directives or suggestions where improvements needed to be made.
3. Prior conferences with the administrator.
4. Submit to the administrator, in writing, the decision of the Board and the reasons for release from the position.

LEGAL REF.: Section 118.24 Wisconsin Statutes

APPROVED: March 9, 1989

REVISED: October 10, 1991

APPROVED: November 14, 1991

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