



# RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

225 Rule

## District Administrator Evaluation Procedure

Evaluation of the District Administrator is the responsibility of the School Board. The evaluation will be summative, completed by the Board and compiled by the administrative assistant by the December Board meeting. The yearly evaluation shall be reviewed and discussed with the District Administrator present during an executive session of the Board.

The following guidelines will be used in the evaluation process:

1. The District Administrator will know the standards upon which he/she will be evaluated and will be involved in the development of those standards.
2. The evaluation will be based on composite of the evaluations by individual Board members, but the Board, as a whole, will meet with the District Administrator to discuss the composite evaluation.
3. The evaluation will be a constructive process designed to improve and enhance the District Administrator's ability to fulfill his/her role in accomplishing district goals.
4. The yearly District Administrator's evaluation will be used as an indication of positive performance in the position and/or will be the forum for Board member expression of concerns about deficiencies.
5. Both the Board and District Administrator will prepare for the evaluation. The District Administrator will conduct a self-evaluation and the Board will examine information relating to the District Administrator's performance.
6. The entire nine Board members will each complete the District Administrator's evaluation form and results will be compiled into one report. In the event a Board member fails to complete the evaluation without good cause as determined by the remaining Board members, the Board member shall be deemed to have evaluated the administrator's performance as satisfactory in all respects.
7. The District Administrator will have the opportunity to evaluate the Board in regard to the working relationships between the Board and the District Administrator.

LEGAL REF.:           Sections           118.24    Wisconsin Statutes  
                          121.02(1)(q)  
                          PI 8.01(2)(q), Wisconsin Administrative Code

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