

EVALUATION POLICY AND PROCEDURES

POLICY

Every employee of Watertown School District 14-4 will be evaluated each year. The purpose of the evaluation will be for improving job performance and for making a recommendation regarding continued employment.

SUPERINTENDENT OF SCHOOLS

Evaluation of the superintendent will be conducted by the Board prior to the February meeting of the School Board.

ADMINISTRATORS AND PROGRAM DIRECTORS

Evaluation of administrators and program directors will be conducted by the superintendent or designee prior to the March meeting of the School Board. The superintendent will evaluate the administrators and program directors using goal setting and the job responsibilities for each position evaluated.

CLASSIFIED PERSONNEL

Classified staff shall be evaluated by the building administrator and/or supervisor using the Classified Employee Summative Evaluation prior to the end of the school term.

LAKE AREA TECHNICAL INSTITUTE PERSONNEL

Instructors and administrative support personnel will be evaluated by June 1, using the Summative Evaluation form for instructors. Form VIII will be used for administrative support personnel.

Instructors and administrative support personnel shall be notified in writing of termination not less than sixty (60) days prior to the termination date.

All classified personnel shall be evaluated using the Classified Employee Summative Evaluation prior to the end of the school term.

RECORD KEEPING

Evaluation records on all certified personnel (teachers, administrators and superintendent) shall be kept in the district's central office. Copies of evaluation records will be available to the employee, Superintendent or other designated administrative personnel. Evaluation records on classified personnel shall be kept on file by the building administrator and/or supervisor.