MODEL POLICY #5

DISTRICT PERSONNEL EVALUATION AND TRAINING

Why Adopt This Policy?

School boards should consider adopting a policy to establish guidelines for the evaluation and training of District personnel. This policy delegates responsibility to the superintendent to ensure that district personnel are trained on state and federal laws and regulations. Furthermore, implementing a structured framework for areas for individual staff improvement and criteria for staff evaluation enhances accountability and professionalism within the district.

Policy

The Board is responsible for the employment of all personnel. To carry out this responsibility, it delegates to the Superintendent the function of developing professional staff job descriptions. The Superintendent is responsible for implementing a program of personnel assessment that identifies specific criteria and a systematic procedure to evaluate staff.

To achieve this responsibility, the Superintendent shall execute an annual personnel assessment. The purpose of annual personnel assessment is to:

1. Confirm district personnel are knowledgeable of state and federal laws and regulations;
2. Assess whether district personnel are complying with state and federal laws and regulations;
3. Determine if district personnel activities and services are meeting the expectation of improving District programs, services, and student outcomes;
4. Ensure the continuous improvement of administrative and supervisory services provided to professional staff members, including professional development opportunities for career advancement.

The annual evaluation program shall also aim to identify specific areas in which individual professional staff members need improvement so that appropriate assistance may be provided or arranged for. Staff members shall be provided access to any written supervisory report and/or comments relating to the annual assessment. Upon request, staff members shall also be provided with access to and a copy of any documents relating to job performance that will be placed in the personnel file.

Legal Analysis — National

All teachers and paraprofessionals working in a program supported by federal funds must meet applicable state certification and licensure requirements. 20 U.S.C. § 6312(c)(6). Additionally, local educational agencies (LEAs)

can use federal funds to develop and implement initiatives to assist in recruiting, hiring, and retaining effective teachers. 20 U.S.C. § 6613(b)(3)(B). These initiatives can include the development and provision of training for school personnel and evaluators on how to accurately differentiate performance, provide useful feedback, and use evaluation results to inform decision making about professional development, improvement strategies, and personnel decisions. 20 U.S.C. § 6613(b)(3)(B)(v).

Legal Analysis — Wisconsin

Under Wisconsin law, School Boards are required to evaluate, in writing, the performance of all school personnel at the end of their first year and at least every third year thereafter. *See* Wis. Stat. § 121.02(1)(q). School Boards have a duty to advise school teachers and administrative staff regarding the instruction, government and progress of students and exercise general supervision over schools. *See* Wis. Stat. § 120.12. Employees are entitled to inspect any personnel documents and may request all or any part of his or her records. *See* Wis. Stat. § 103.13(1).

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