



RULE 4380  
EMPLOYEE EVALUATION GUIDELINES

Instructional administrators (i.e. principals and assistant principals) and teachers shall be evaluated by their direct supervisor in accordance with the Educator Effectiveness model as required by the Wisconsin Department of Public Instruction. This includes following the evaluation timeline of a summary year followed by two support years, as well as providing yearly feedback on annual goals. Details are outlined at <https://dpi.wi.gov/ee>. This model and its timeline also align with Wisconsin State Statute 121.02(1)(q) which reads, "Evaluate, in writing, the performance of all certified school personnel at the end of their first year and at least every 3rd year thereafter."

Non-instructional administrators, supervisory, technical and hourly staff shall be evaluated at the end of their first year and every three years thereafter. In addition, non-instructional administrators, supervisory and technical staff also will set annual goals and receive informal feedback from their direct supervisor similar to that presented via the Educator Effectiveness model for teachers and instructional administrators.

Evaluation tools for groups other than teachers and instructional administrators will be developed and maintained by the Office of Human Resources. Copies of completed, signed evaluations shall be submitted to the Office of Human Resources for inclusion in personnel files.

Neither of the timelines above prohibit the district from addressing performance or behavior issues in any given year through performance improvement plans or corrective disciplinary action.