

**Administrative Team Evaluation Policy
Board of Education
Wrightstown Community School District**

One of the most important responsibilities of the District Administrator is to see that the District has effective leadership in all departments. This responsibility is first met by identifying and employing a Building Principal at each building, a Director of Building and Grounds, a Food Service Director, a Technology Coordinator, a Director of Pupil Services, a School Psychologist, an Activities Director, a Business Official for the school district and others as deemed necessary; and secondly, by maintaining a close working relationship with the Administrative Team in order to accomplish the educational goals of the district and community. To accomplish this task, a cooperative relationship with open communication flowing from District Administrator to Administrative Team Member and Administrative Team Member to District Administrator must be established and nurtured.

A performance review of the Administrative Team Members is to be conducted semi-annually based on the accomplishments of goals and performance responsibilities as outlined on the job descriptions. The District Administrator and Administrative Team Members shall meet semi-annually to review progress toward goals and performance responsibilities. A written evaluation will be completed at the conclusion of the conference.

Administrative Team Evaluation Process and Timeline		
Month	Board Activity	Superintendent Activity / Tools / Documents
September	<ul style="list-style-type: none"> ▪ Building, Department Goals and Staff Goals established and shared with District Administrator 	<ul style="list-style-type: none"> ▪ Articulated Goals for BLT Teams ▪ SMART Goals from staff members
December	<ul style="list-style-type: none"> ▪ Conference with District Administrator and Administrative Team Members to share progress toward goals and performance responsibilities ▪ Superintendent report to Board of Education as part of contract renewal 	<ul style="list-style-type: none"> ▪ Mid-Year Evaluation Form ▪ Summary Statement from evaluation shared with Board of Education
June	<ul style="list-style-type: none"> ▪ Conference with District Administrator and Administrative Team Members to share progress toward goals and performance responsibilities ▪ Review of professional growth opportunities for past school year and planned for next year 	<ul style="list-style-type: none"> ▪ End-of-Year Evaluation Form ▪ Summary Statement from Evaluation Form Shared with Board of Education

Reference: Wisconsin Administrator Standards

Adopted: 12/15/10

Reviewed:

Revised: