

# EVALUATION OF SUPPORT STAFF PERSONNEL

Policy 548

Waunakee Community School District

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This policy applies to the evaluation of District-employed support staff personnel, which shall be understood to include (among other positions) all licensed special education paraprofessionals, and to exclude all administrators, all formally-designated supervisors, and all professional staff members licensed by the Department of Public Instruction.

The School Board delegates to the District Administrator and his/her administrative or supervisory designee(s) the responsibility for defining and implementing a program of evaluation for the support staff personnel covered by this policy, including the specific procedures, criteria and instruments that will be used to conduct performance evaluations. The evaluation program shall be consistent with this policy, including the following general parameters:

1. The evaluation process shall be designed to identify individual strengths and weaknesses, guide an employee's skill development and future performance, and meaningfully distinguish among employees whose overall performance exceeds, meets, or fails to meet the District's expectations.
2. Nothing in this policy or within the evaluation program designed by the administration shall be implemented in a manner that violates an employee's contractual or other legal rights.
3. The District shall retain discretion to select an employee's primary evaluator(s). Evaluator(s) may seek input and data from multiple sources, including both supervisors and non-supervisors who are familiar with the employee's performance.
4. The District may place different employees holding similar positions on different evaluation schedules and use different evaluation procedures based upon, for example, the District's identification of a need for an employee to improve performance in one or more areas.
5. Administrative and supervisory personnel shall determine the normal frequency of evaluations for support staff personnel, except that the process shall recognize that a new employee generally needs to receive a greater degree of informal and formal feedback as compared to, for example, a long-term employee who has consistently demonstrated strong skills and who consistently makes a positive contribution to the overall working and educational environments.

All individuals identified as evaluators shall themselves be evaluated on the extent to which they consistently meet the District's expectations for evaluating the performance of support staff personnel.

## Additional Responsibilities of the District Administrator

The District Administrator is further responsible for ensuring that:

1. New administrators, new supervisors, and new employees whose positions are covered by this policy are provided with an overview of the District's evaluation program for support staff personnel and of their responsibilities related to the program; and
2. The employee evaluation program and its implementation across the District are intermittently assessed to identify areas for possible improvement.

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## Legal References:

### Wisconsin Administrative Code

[PI 8.01\(2\)\(b\)](#)

[professional development plan for licensed employees]

[PI 34.036](#)

[DPI licensure for special education program aides]

## Cross References:

WASB PRG 548 Sample Policy 1

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