

1 **Board Policies**

**Blair-Taylor School District**

2  
3 **Series: 500**  
4 **Section: 530**  
5 **Policy #: 531**

**PERSONNEL**  
**PROFESSIONAL STAFF POLICIES**  
**PROFESSIONAL STAFF JOB DESCRIPTIONS**

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9 All professional staff members will be given written job descriptions which outline job related  
10 responsibilities. Appropriate administrative staff will perform evaluations of staff members in  
11 accordance with the following procedures:

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13 1. New staff members will be evaluated in writing at least once a year during the first three  
14 years of employment.  
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16 2. Staff members who have been with the district for more that three years will be evaluated in  
17 writing at least once every three years although yearly evaluation of all staff members,  
18 whether formal or not, is strongly encouraged.  
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20 The purpose of district evaluation of staff is twofold. First, it gives the staff member feedback on  
21 areas of performance and some options for improving performance. Second, it provides written  
22 evidence of lack of adequate job performance and either inability or lack of initiative to make  
23 needed improvement.  
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25 Staff members who have difficulty in one or more areas of their job performance can benefit from  
26 evaluation by implementing suggestions for improvement. Evaluation documents can be found by  
27 referencing policy # 538.  
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48 **LEGAL REFERENCE: 118.19, 118.21, 121.02(q) Wis. Stats.**

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50 **First Reading: 10/7/91**

**Amended: Adopted: 10/21/91**  
**Reviewed: 01-18-10**

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54 **Clerk: \_\_\_\_\_**