

## POSITION DESCRIPTIONS/EVALUATION OF STAFF

A job description shall be maintained which shall apply to each DPI licensed employee category. Job descriptions shall be reviewed and approved by the Board upon the recommendation of its Personnel Services Committee. Changes in existing job descriptions and/or the compilation of job descriptions for new positions shall be coordinated by the Superintendent and the Assistant Superintendent Business and Human Resources. Copies of all such job descriptions shall be maintained in those two offices.

All staff members shall be evaluated in accordance with Department of Public Instruction Administrative Rule PI 8.01(2)(q) and provisions of the applicable negotiated master agreements within the District. The immediate administrative supervisor or his/her designee shall be responsible for timely submission of evaluation reports. Evaluation reports shall be made part of each employee's personnel record.

**Cross Reference:** Employee Agreements

**Legal Reference:** Wisconsin Administrative Code PI 8.01(2)(q)

**Adoption Date:** January 23, 1989