

<b>Associated School Boards of South Dakota</b>	<b>NEPN Code: CIA</b>
<b>Policy Reference Manual</b>	

## **ADMINISTRATIVE STAFF EVALUATION**

For purposes of this policy, “administrative staff” refers to principals, activity directors, special education directors, technology directors, transportation directors, and such other administrative positions as may be determined by the Board. The phrase “administrative staff” does not include the superintendent or the business manager.

In order to assure a high quality of administrator performance, a continuous program for administrator evaluation will be utilized.

Administrators will be evaluated, at a minimum, on an annual basis.

Evaluations shall provide feedback to administrators noting strengths, as well as areas needing improvement.

The evaluation criteria will include, but is not limited to, the following components:

1. Working knowledge of areas of responsibility.
2. Professional growth.
3. Judgment, logical thinking, creativity, and imagination.
4. Fulfillment of assigned responsibility without neglecting some areas.
5. Adheres to policies of the Board of Education as well as law and code of ethics.
6. Fulfills, to the extent applicable with the position, responsibilities related to scheduling, contracting, curriculum/program/project development and implementation.
7. Staff relations.
8. Student relations.
9. Community relations.
10. Communication skills for the leadership in assigned areas of responsibility.
11. Solicitation and utilization of staff input in decision-making.
12. Adjusts to unplanned situations.
13. Use of building, grounds, and other materials in the area of responsibility.
14. Use of available financial resources.

The evaluation process will include self-evaluation, and supervisor-initiated observations. The Superintendent or the Superintendent’s designee will be responsible for evaluating all administrative staff except the evaluation of principals. The Superintendent shall be responsible for evaluating principals.

The formal evaluations will be written and will be discussed by the evaluator and the administrator. Copies of the written document will be signed and dated by both parties and incorporated into the personnel file of the administrator. The signature of the administrator does not indicate approval or disapproval of the evaluation, but that the evaluation has been read and discussed.

The written evaluation should be specific in terms of a person's strengths and weaknesses. Those areas where improvement is needed should be clearly set forth and recommendations for improvement should be made.

Pursuant to state law, any record or document, regardless of physical form, created by the District in connection with the evaluation of administrative staff constitutes personnel information and is not open to inspection or copying.

Legal References: SDCL 1-25-2(1) (Discussing the qualifications, competence, performance, character or fitness of any public employee)  
SDCL 13-42-70 (Evaluation records and documents not open to inspection or copying)

Cross References: BDC: Executive Sessions  
CBG: Superintendent Evaluation  
CGB: Business Manager Evaluation  
GCN: Professional Teaching Staff Evaluation  
GDN: Support Staff Evaluation

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*ASBSD sample policies are intended to be a guide for school districts. As is the case with any policy, a local school district's unique circumstances, challenges and opportunities need to be considered.*