



"To Build Knowledge and Skills for Success Today and Tomorrow"

File: GCNB*

EVALUATION OF ADMINISTRATORS

I. Purposes

The purposes of evaluation of administrators are to determine capability to fulfill job requirements, to assist the administrators toward positive school management, and to substantiate employment recommendations.

II. Scope of Evaluation

The evaluation of an administrator shall take into consideration the District's philosophy and objectives, Board policies, the environment and values of the community, and the characteristics of the student population. Employment recommendations shall be based solely on the results of the evaluation.

III. Areas of Evaluation

- A. The Superintendent shall be evaluated by the Board on the following:
 - 1. Leadership;
 - 2. Policy and Governance;
 - 3. Communication and Community Relations;
 - 4. Organization and Management;
 - 5. Curriculum Development and Instructional Management;
 - 6. Human Resource Management;
 - 7. Other areas as mutually determined by the Board and Superintendent in a given year.

- B. Other administrators shall be evaluated by the Superintendent or designee on the following:
 - 1. Management techniques;
 - 2. Staff relations;
 - 3. Administrator/superintendent relationships;
 - 4. Community/public relations;
 - 5. Personal qualities;
 - 6. Leadership;
 - 7. Other areas as mutually determined by the Superintendent and individual administrators in a given year.

IV. Procedures

A. Frequency

Administrators in the first three years of employment as administrators in the District shall be evaluated at least once each semester. Administrators in the fourth or subsequent years of employment as administrators in the District shall be evaluated at least annually.

B. Evaluation Instruments

All evaluations shall be in writing. The instrument used shall be determined by mutual agreement among the evaluator and the administrators being evaluated. If such agreement cannot be reached, the Board will determine the instrument to be used.

C. Copies

All evaluations shall be prepared in duplicate, with one copy given to the evaluatee and one placed in the District evaluation file. Both copies shall be signed both by the evaluator and the evaluatee. Such signatures indicate receipt and discussion of the evaluation, not necessarily agreement. The evaluatee has the right to attach a statement of rebuttal or clarification to the evaluation.

V. Employment Recommendations

Administrators will receive written notice from their evaluator by April 1 if they are not being recommended for continued employment or if they are recommended for continued employment with qualifications.

VI. Evaluation Files

Evaluation files are confidential. Only the evaluator, the evaluatee, the Superintendent, the Superintendent's secretary, and the Board and its legal counsel acting in an official capacity shall have access to the files. Information in an evaluation file may be released to potential employers or others only upon written consent of the evaluatee.

Evaluation files shall be maintained for three years following the termination of the administrator's employment.

LEGAL REFS.: SDCL 13.43.6.1, 6.2, 6.3

Revised December 9, 2008; July 13, 1998
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