

	ABERDEEN SCHOOL DISTRICT	NEPN Code: CDA
	POLICIES AND REGULATIONS	

ADMINISTRATOR EVALUATION

Administrator evaluation is a systematic continuous process to assess the professional performance of individual administrators. The process is a key element in improving the quality of education within the Aberdeen School District. Evaluation is a means of stimulating further professional growth and vision in the administrator.

The model for evaluating principal or assistant principal performance is based upon the Framework for Effective Principals in ARSD 24:58:02; is used to guide professional growth; and provides clear, timely, and useful feedback which identifies needs and guides professional development.

The evaluation system is based on the following domains:

- Domain 1: Vision and Mission
- Domain 2: Instructional Leadership
- Domain 3: School Operations and Resources
- Domain 4: School, Student, and Staff Safety
- Domain 5: School and Community Relationships
- Domain 6: Ethical and Cultural Leadership

Each administrator shall be evaluated through a summative process at the discretion of the Superintendent. Administrators who have fewer than four years of employment, or those placed on a plan of assistance, will be evaluated annually.

An evaluation shall be completed by the Superintendent or Assistant Superintendent for each administrator in or beyond his/her 4th year of employment at least once every other year. Assistant principals will be evaluated by the building level principal. The process will be based upon specific job descriptions and may also involve self-assessment, direct observations, or data obtained from staff, students, parents, and District patrons.

The formal evaluations will be written and discussed by the evaluator and the administrator. The discussions may either precede or follow the writing of the evaluation document. Copies of the written document will be signed and dated by all parties and incorporated into the personnel files 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 the administrator's strengths and areas for growth. Those areas where improvement is needed should be clearly set forth and recommendations for improvement should be made. The evaluators will make one of three recommendations: recommended for continued employment, recommended for continued employment with qualifications (Plan of Assistance), or not recommended for continued employment.

Pursuant to SDCL 13-42-70, any record or document, regardless of physical form, created by a public school, public school district, or any other school in connection with the evaluation of an individual teacher, principal, or other school employee constitutes personnel information and is not open to inspection or copying.

LEGAL REFERENCE:

ARSD 24:58:02 Framework for Effective Principals

SDCL 13-42-70 Evaluation records and documents not open to inspection or copying

ADOPTED: October 28, 1993

REVISED: April 23, 2001

REVISED: October 24, 2005

REVISED: August 10, 2015

REVIEWED: July 22, 2019

REVISED: April 24, 2023