

SUPERVISION/EVALUATION OF THE ADMINISTRATIVE STAFF

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 Spearfish School District. Evaluation is a means of stimulating further professional growth and vision in the administrator. The purpose of the evaluation is two-fold:

1. Evaluation for accountability ensures the public's interest in the welfare of their children.
2. Evaluation for growth builds on the foundation of skills that administrators already possess.

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 his designee for each administrator in or beyond his/her 4th year of employment at least once every other year. The process will be based upon specific job descriptions and may also involve artifacts, 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 state law, 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: SDCL 13-42-70 Evaluation records and documents not open to inspection or copying.

Revised	<u>June 9, 2014</u>
Revised	<u>December 10, 2018</u>
Reviewed	<u>January 9, 2023</u>