

ADMINISTRATOR EVALUATION
ADMINISTRATIVE STAFF EVALUATION – PRINCIPAL/ASSISTANT PRINCIPAL

Administrator The Principal and Assistant Principal evaluation is a systematic continuous process to assess the professional performance of individual **administrators principals and assistant principals**. The process will assist the **administrator principal and assistant principal** with various administrative role responsibilities and facilitate decisions regarding re-employment. ~~The purpose of the evaluation is twofold:-~~

The model for evaluating principal and assistant principal performance which, for each principal and assistant principal: (a) Is based upon the principal framework in SD chapter 24:58:02; (b) Is used to guide professional growth; and (c) Provides clear, timely, and useful feedback which identifies needs and guides professional development.

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

Evaluation is a means for stimulating further professional growth and vision in the **administrator principal and assistant principal**.

The evaluation is based on the following domains from the [South Dakota Framework for Effective Principals](#):

Domain 1: Vision and Mission

Principals and assistant principals shall demonstrate the ability to guide the development and implementation of a shared vision, mission and goals for the school.

Domain 2: Instructional Leadership

Principals and assistant principals shall demonstrate the ability to communicate with staff and review research and data to promote a school culture and instructional program that foster student learning and professional growth for staff.

Domain 3: School Operations and Resources

Principals and assistant principals shall demonstrate the ability to efficiently and productively manage school operations and resources.

Domain 4: School, Student, and Staff Safety

Principals and assistant principals shall demonstrate the ability to foster a physically, emotionally, and cognitively safe learning environment for students, staff, and community.

Domain 5: School and Community Relationships

Principals and assistant principals shall demonstrate the ability to foster relationships by collaborating with parents, staff, and community members.

Domain 6: Ethical and Cultural Leadership

Principals and assistant principals shall demonstrate the ability to provide ethical, cultural, and skilled leadership.

~~This evaluation instrument is broken down into five leadership categories: educational, human, technical, symbolic, and cultural. The following information describes more fully what each of these categories covers.~~

~~**Educational Leadership:** Relates to management and leadership in the instructional program. This category focuses on curriculum development, supervision, and evaluation and staff development.~~

Human Leadership: Relates to interactions with people within the organization. In addition to staff, relationships with students, parents, and community are emphasized.

Technical Leadership: Relates to the day-to-day details of the position. This category focuses on the management of the building, program, or department. Planning, organizing, and directing the educational program are also included in this category.

Symbolic Leadership: Relates to opportunities to represent the building, program, or department in the district, community, or state/regional activities. This area focuses on modeling professionalism for others in and outside the organization.

Cultural Leadership: Relates to “how we do things around here.” Creating a positive educational environment for staff members, students, parents and the community is the focus of this area.

This evaluation will be completed by the superintendent or designee for each administrator, principal and assistant principal, at a minimum of once every two years. If any item is marked with a “3,” written comments will be made in the comments section. If any item is marked with a “4 or 5”, a plan of assistance will be established by the superintendent or designee for the administrator.

Principals and Assistant Principals will be evaluated, at a minimum of once per year for the first four (4) years of employment and once every other year for principals and assistant principals employed for five (5) years or more.

The formal evaluations will be written and will be discussed by the evaluator and the principal/assistant principal. Copies of the written document will be signed and dated by both parties and incorporated into the personnel file of the principal/assistant principal. The signature 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\(1\) \(Discussing qualifications, competence, performance, character or fitness of any employee\)](#)
[SDCL 13-42-70 \(Evaluation records and documents not open to inspection or copying\)](#)

1st Reading:	03/12/2001
2nd Reading/Adoption:	05/14/2001
Revised:	02/27/2008
1st Reading:	03/10/2008
2nd Reading/Adoption:	04/14/2008
Reviewed:	03/11/2013
Notification:	01/09/2023
1st Reading:	03/13/2023
2nd Reading/Approval:	03/27/2023