

Menno School District	CCC
Policy Manual	

Administrative Staff Evaluation

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

To ensure 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 will 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:

- Working knowledge of areas of responsibility
- Professional growth
- Judgment, logical thinking, creativity, and imagination
- Adheres to policies of the Board of Education as well as law and code of ethics
- Fulfills, to the extent applicable with the position, responsibilities related to scheduling, contracting, curriculum/program/project development and implementation
- Staff relations
- Student relations
- Community relations
- Communication skills for leadership in assigned areas of responsibility
- Solicitation and utilization of staff input in decision-making
- Adjusts to unplanned situations
- Use of building, grounds, and other materials in the area of responsibility
- 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 only 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 Menno School 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

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