

SUPPORTING STANDARDS-BASED EVALUATION

OVERVIEW

This document details support documentation that a district superintendent may decide to use to demonstrate proficiency under each standard established in the standards-based evaluation form. This is an optional resource *for superintendent use only*.

Note: Documents listed in this resource are meant to provide examples of evidence that support superintendent job performance standards. The list of documents is not exhaustive nor would it be reasonable to expect a superintendent to provide all documents or that the documents are available.

STANDARD ONE: SHARED VISION

A superintendent is an educational leader who promotes the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.

- Board agendas/administrative team agendas
 - Media – newsletter/newspaper articles/web site
 - Presentations to groups, including teachers (shareholders/stakeholders)
 - School improvement plan actions for annual accreditation report
 - District-level goals driven by vision and mission
 - Board and administrative goals
 - Board policy and administrative policy enforcement that's reflective of a new vision with supporting materials
 - Work with district advisory committee/council
 - Participation on state, regional, national initiatives
 - Evidence of annual review of district's mission statement and alignment to practice
 - Communication vehicles that make the school vision visible to stakeholders
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STANDARD TWO: CULTURE OF LEARNING

A superintendent is an educational leader who promotes the success of every student by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional growth.

- Professional development Plan for district staff
 - Log of school visits and contacts/presentations
 - Reflective journals
 - Agenda of learning experiences of administrative teams
 - Written communications
 - Feedback from a wide variety of stakeholders about performance as the superintendent
 - Surveys of staff/community
 - Meeting logs of times with administrative staff/support staff
 - Symbolic recognition pins, other symbols (celebrations)
 - Student achievement data and trend-lines
 - Reports and celebrations of student achievement to board and other audiences
 - Linkage of district's/teacher's professional development plans to student achievement goals
 - Evidence of teachers examining student achievement data
 - Youth survey results on school climate/bullying
 - Monthly calendar
 - School improvement plan
 - ACT student satisfaction survey
 - Written proposals for innovative practices
 - Distribution of research to administrative team and teachers
 - Documentation of coaching and evaluation of principals
 - Trends in growth goals for teachers
 - Meaningful interpretive reports of student achievement data delivered in lay language
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STANDARD THREE: LEADERSHIP AND MANAGEMENT

A superintendent is an educational leader who promotes the success of every student by ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.

- Administrative calendar
- Department of Education site visit summative report
- Auditor's report
- Grants received/applied for – alignment to goals of the district
- Induction/orientation plan of board members for understanding of school finance
- Governance Academy of Visionary Education Leadership (GAVEL) meetings attended
- Facility plans
- Enrollment plans
- Policies/procedures for management of funds
- Categorical funds/budgets
- Emergency/crisis plans
- Student safety including bullying prevention plans
- Employee handbooks
- Hiring process
- External audits
- Board meeting agendas
- School comparisons charts with other similar South Dakota school districts
- Administrative team meeting agendas

STANDARD FOUR: FAMILY AND COMMUNITY

A superintendent is an educational leader who promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.

- Meeting logs/minutes of task force meetings
- Level of volunteerism
- Parent-teacher conference numbers
- Number of hits on web site
- Community surveys/focus groups
- Election results that impact tax levies
- Written communications
- Data on outreach programs
- Collaborative partners
- Advisory board/committee reports to the board
- Parenting classes - numbers
- Inter-agency agreements
- Contact with parents and partners
- Open houses
- Membership and service to service clubs
- Participation in youth-oriented organizations
- Communications with parents

STANDARD FIVE: ETHICS

A superintendent is an educational leader who promotes the success of every student by acting with integrity, fairness and in an ethical manner.

- Feedback from a variety of stakeholders
- Superintendent code of ethics

STANDARD SIX: SOCIETAL CONTEXT

A superintendent is an educational leader who promotes the success of every student by understanding, responding to and influencing the political, social, economic, legal and cultural context.

- Communication logs with legislators
- Agendas from meetings –Education Service Agencies, Board Meetings, meetings with legislators, etc.
- Participation in “non-school” initiatives, e.g. Economic Development, Chambers, Empowerment
- Participation in Professional Associations like School Administrators of South Dakota & Associated School Boards of South Dakota
- Participation in state-level task forces
- Involvement with technical schools, Institutions of Higher Education, Post-Secondary Institutions
- Inter-Agency Agreements
- Involvement with “School Safety” organizations.

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