

**POLICY****FILE CODE: 2131**

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**CHIEF SCHOOL ADMINISTRATOR**

The board of education, in compliance with state law, will evaluate the chief school administrator at least annually. Every newly appointed or elected board member shall complete the New Jersey School Boards Association=s training program on evaluation of superintendents within six months of commencement of his/her term of office. The purpose of the evaluation shall be:

- A. To promote professional excellence and improve the skills of the chief school administrator;
- B. To improve the quality of the education received by the pupils served by the public schools of the district;
- C. To provide a basis for the review of the job performance of the chief school administrator.

The role and responsibility of the board in this evaluation shall be:

- A. To review, revise and adopt procedures suggested by the chief school administrator for implementation of this policy. To effect this purpose a committee of the board shall be appointed to evaluate the proposed procedures prior to referral to the board as a whole;
- B. To determine whether the services of a qualified consultant will contribute substantially to the evaluation process, and to engage such a consultant if the board deems it desirable;
- C. To adopt an individual plan for professional growth and development of the chief school administrator based in part upon any needs identified in the evaluation. This plan shall reflect contributions by both the board and the chief school administrator.
- D. To hold an annual summary conference between a majority of the full membership of the board and the chief school administrator. This conference shall include a review of the chief school administrator=s performance in terms of his/her job description;
- E. To adopt, by April 30, subsequent to the annual summary conference, an annual written performance report, approved by a majority of the full membership of the board. This report shall include:
  - 1. Performance areas of strength;
  - 2. Performance areas needing improvement based upon the job description and evaluation criteria set forth below;

3. Recommendations for professional growth and development;
4. A summary of available indicators of pupil progress and growth and a statement of how these available indicators relate to the effectiveness of the overall program and the performance of the chief school administrator.
5. Provision for performance data which have not been included in the report prepared by the board of education to be entered into the record by the chief school administrator within 10 working days after the completion of the report.

The role and responsibility of the chief school administrator shall be to provide information and propose procedures for:

- A. Development of a job description and evaluation criteria, based upon the district=s local goals, program objectives, policies, instructional priorities, state goals, statutory requirements, and the functions, duties and responsibilities of the chief school administrator. The evaluation criteria shall include but not be limited to available indicators of pupil progress;
- B. Specification of methods of data collection and reporting appropriate to the job description;
- C. Design of evaluation instruments suited to reviewing the chief school administrator=s performance based upon the job description;
- D. Scheduling the required annual conference at an appropriate time, and with appropriate information available to allow proper consideration of all the items to be included in the subsequent written performance report;
- F. An interim report relative to progress on items in the job description shall be made no later than each January 30 and shall be a part of the annual conference. The report shall be in the form of a self-evaluation;
- G. Reports relevant to the job description but required by other statutes shall be made at the time specified by the particular statute;
- E. After the board=s adoption of the annual written performance report, to provide all other appropriate information relative to evaluation of his/her performance not contained in the report.

The policy shall be delivered to the chief school administrator upon adoption. Amendments to the policy shall be distributed within 10 working days after adoption.

When the chief school administrator is nontenured, the entire evaluation procedure must be completed by a date consistent with statute and code.

Date: February 14, 1996

Legal References: See Appendix

Cross References: See Appendix

Key Words: Superintendent Evaluation, Superintendent Job Description, Chief School Administrator.