

1240 EVALUATION OF SUPERINTENDENT

The Board of Education will evaluate the performance of the Superintendent in order to assist both the Board and the Superintendent in the proper discharge of their responsibilities and to enable the Board to provide the district with the best possible leadership.

The objective of the Board's evaluation will be to promote professional excellence and improve the skills of the Superintendent, to improve the quality of education received by the pupils of this district, and to provide a basis for the review of the Superintendent's performance.

The Superintendent shall be evaluated annually by the Board. The Board may choose to be assisted or advised by a consultant, provided it so notifies the Superintendent in advance of beginning the evaluation process. The evaluation will be based on the job description for the position of Superintendent, on goals set annually by the Board in collaboration with the Superintendent, and on this policy. The job description and any revisions thereto will be developed in consultation with the Superintendent and adopted by the Board. The evaluation of a non-tenured Superintendent will be completed by April 30.

This policy will be delivered to the Superintendent upon its adoption, and any amendment to this policy will be developed and adopted by the Board after consultation with the Superintendent. This policy and/or any amendments to this policy will be delivered to the Superintendent within ten working days after its adoption.

Evaluation Criteria

Criteria for the evaluation of the Superintendent will be based upon the Superintendent's job description and on district goals set annually by the Board in collaboration with the Superintendent, and will relate directly to each of the tasks or goals described. Each criterion ~~criteria~~ will be brief and will focus on a major function of the position, be based on observable information rather than on factors requiring subjective judgment, and be written in a consistent format.

The Board shall develop and approve criteria for the evaluation of the Superintendent. These criteria shall reflect any sense of priority or emphasis collectively communicated to the Superintendent by the Board throughout the year. Evaluation criteria will be reviewed as necessary and as requested by the Superintendent, but not less than annually and upon any revision of the Superintendent's job description or any alteration in district goals. Any proposed revision of the evaluation criteria will be provided to the Superintendent for his or her comments before its approval, and a copy of the approved revision shall be provided the Superintendent within ten (10) working days of its approval.

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Collection and Reporting of Evaluation Data

Data for the evaluation of the Superintendent will be gathered by any one or more of the following methods: direct observation; direct Board interaction with the Superintendent; review of a document produced in the performance of the Superintendent's assigned duties; interviews with the Superintendent regarding his or her knowledge of assigned duties; paper and pencil instruments (such as competency tests, staff surveys, and the like); audio-visual monitoring of the Superintendent in the performance of his or her assigned duties; and reference to previous performance reports.

Preparation Plan for Professional Growth and Development

An individual plan for professional growth and development shall be prepared annually in cooperation with the Superintendent and will include areas of required growth, methods of achieving that growth, a schedule for implementation, and the responsibility of the Superintendent and Board for implementing the plan. The plan will derive from applicable evaluation criteria and focus on critical areas of professional growth.

A copy of the plan for professional growth and development will be placed in the annual performance report. The degree to which the Superintendent achieved the requirements of the previous plan will be a measure of his or her annual performance evaluation.

It will be the duty of the Superintendent to implement the plan as prepared; his or her failure to do so may result in disciplinary action up to and including certification of tenure charges.

Conduct of Annual Performance Conference

An annual summary conference shall be conducted by a majority of the full membership of the Board and the Superintendent before the annual performance report is filed. The conference will be held in private, unless the Superintendent requests that it be held in public.

The conference shall include but need not be limited to a review of the performance of the Superintendent based upon the job description; a review of the Superintendent's progress in achieving and implementing the district's goals, program objectives, policies, instructional priorities, State goals, and statutory requirements; and a review of available indicators of pupil progress and growth toward the program objectives.

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The purpose of the annual performance conference will be to provide for a total review of the year's work, to identify strategies for improvement where necessary, and to recognize achievement and good practice. Adequate time will be allotted for the conference in order to cover the required topics of discussion and to permit a full exploration of the possible solutions to any problems identified.

Preparation of Annual Performance Report

An annual written performance report shall be prepared, no later than ~~April 30~~ June 30, by a majority of the full membership of the Board in the presence of the Superintendent. The report will include, but need not be limited to, performance areas of strength; performance areas needing improvement based on the job description and evaluation criteria; the plan for professional growth and development prepared by the Superintendent and the Board; a summary of available indicators of pupil progress and growth and a statement of how these indicators relate to the effectiveness of the overall program and the performance of the Superintendent; and provision for performance data that have not been included in the report prepared by the Board to be entered into the record by the Superintendent within ten working days after the completion of the report.

The annual performance report will be signed by the Board President at the time of the conference and by the Superintendent within five working days of the conference. It will be filed in the Superintendent's personnel file, and a copy will be provided to the Superintendent.

N.J.A.C. 6:3-2.2

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