

## CHIEF SCHOOL ADMINISTRATOR

The Norwood 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;
- 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. Establishing an evaluation calendar to include a date for the annual conference and including appropriate information to allow proper consideration of all the items to be included in the subsequent written performance report;
- 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.

Date: January 10, 1983  
Revised: April 23, 2009

### Legal References:

**NOTE:** These legal references pertain primarily to the chief school administrator's employment and evaluation. Many specific responsibilities are assigned by other statutes and administrative code regulations.

<u>N.J.S.A.</u> 18A:4-15	General rule-making power
<u>N.J.S.A.</u> 18A:6-10 through -17	Dismissal and reduction in compensation of persons under tenure in public school system ...
<u>N.J.S.A.</u> 18A:12-21 <u>et seq.</u>	School Ethics Act
<u>N.J.S.A.</u> 18A:17-15 through -21	Appointment of superintendents; terms; apportionment of expense ...

**Legal References** (*continued*):

<u>N.J.S.A.</u> 18A:17-20	Tenured and non-tenured superintendents; general powers and duties
<u>N.J.S.A.</u> 18A:17-24	Clerks in superintendent's office
<u>N.J.S.A.</u> 18A:17-24.1	Sharing of personnel by school boards
<u>N.J.S.A.</u> 18A:27-4.1	Appointment, transfer, removal or renewal of officers and employees; exceptions
<u>N.J.S.A.</u> 18A:28-3 through -6.1	No tenure for noncitizens ...
<u>N.J.S.A.</u> 18A:29-14	Withholding increments; causes; notice of appeals
<u>N.J.S.A.</u> 40:8A-1 <u>et seq.</u>	Interlocal Services Act
<u>N.J.A.C.</u> 6:3-1.4	Local district responsibility for employment of staff
<u>N.J.A.C.</u> 6:3-1.6	Reporting and staffing of school districts
<u>N.J.A.C.</u> 6:3-2.1	Chief school administrator
<u>N.J.A.C.</u> 6:3-2.2	Annual evaluation of tenured and non-tenured chief school administrators
<u>N.J.A.C.</u> 6:8-1.1 <u>et seq.</u>	Thorough and Efficient System of Free Public Schools
<u>N.J.A.C.</u> 6:11-9.1 <u>et seq.</u>	Requirements for Administrative Certification
<u>See particularly:</u> <u>N.J.A.C.</u> 6:11-9.1, -9.2, -9.3(a), -9.4	
<u>N.J.A.C.</u> 6A:28-1.1 <u>et seq.</u>	School Ethics Commission
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
8 <u>U.S.C.</u> 1101 <u>et seq.</u>	- Immigration and Nationality Act
<u>Manual for the Evaluation of Local School Districts</u> (September 2002)	

**Cross References:**

2000/2010	Concepts and roles in administration; goals and objectives
2121	Line of responsibility
4111	Recruitment, selection and hiring
4211	Recruitment, selection and hiring
9000	Role of the board
9400	Board self-evaluation