

ADMINISTRATIVE STAFF

All administrative and supervisory positions shall be established initially by the board upon the chief school administrator's recommendation. All positions established must have state recognized job titles and/or be approved by the New Jersey State Department of Education. Prior to creating a new position, the board will approve a job description for that position prepared by the chief school administrator.

The board shall interview all finalists recommended by the chief school administrator for the positions of principal and business administrator before approving the hiring. The board recognizes the importance of the chief school administrator selecting and working with a compatible and effective administrative team.

Evaluation of Administrators

The board recognizes the importance of evaluation that includes a combination of evaluative criteria applicable to all, and performance objectives tailored to each individual. The chief school administrator is directed to identify common standards by which the performance of every administrator and supervisor can be judged, and, at the same time, individual differences in the contributions made by individuals can be recognized.

The board directs that performance evaluations be based upon the fulfillment of the objectives developed by the employee and his/her immediate superior and approved by the chief school administrator and the board. The performance objectives established for each administrator or supervisor shall be consistent with the goals and objectives established by the board of education and with the priorities set by the chief school administrator.

Tenured administrators and supervisors shall be evaluated at least once a year as specified in statute and code. Nontenured administrators shall be evaluated at least three times a year as specified in statute and code.

Contracts

Contracts for assistant superintendents and business administrators shall not exceed one year. The executive county superintendent must review and approve all assistant superintendents' and business administrators' contracts including

- A. New contracts,
- B. Contracts that replace existing contracts,
- C. Renegotiations, extension, amendments or other alterations of the terms of existing contracts that have been previously reviewed by the executive county superintendent,
- D. Provisions for contract extensions where such terms were not included in the original employment contract or are different from the provisions contained in the original approved contract.

The contract review and approval must take place prior to any required public notice and hearing. The board shall provide the executive county superintendent with a detailed statement setting forth

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the total cost of the contract for each applicable year, including salary, longevity (if applicable), benefits and all other emoluments.

The review shall ensure comparability of salary, benefits and other emoluments to contracts of similarly credentialed and experienced administrators in similar districts within the region. In addition the review shall require that the contract must:

- A. Comply with all statutory requirements relating to travel reimbursement.
- B. Not include provisions providing for reimbursement or payment of employee contributions that are required either by law or by a contract with other teaching staff members.
- C. Provide payment upon separation from service that is not excessive and does not exceed the lesser of:
 1. The remaining salary due under the contract, or
 2. The three months pay for every year remaining on the contract (not to exceed 12 months) with proration for partial years.
- D. Allow payment for unused sick leave that does not exceed statutory limit of \$15,000.00, is paid on retirement only and is not paid to an individual's estate or beneficiaries.
- E. Permit payment, at time of separation, for unused vacation time only for vacation accrued in the current or immediately previous year unless that vacation time has been accrued prior to 2007.
- F. Include calculation of per diem for 12 month employees based on a 260 day work year.
- G. Not include a bonus except where payment is contingent upon achievement of measurable specific performance objectives.
- H. Not provide payment at the time of separation or retirement for work not performed.
- I. Not include any monthly allowance except for a reasonable car allowance which cannot exceed the average monthly miles traveled for business purposes multiplied by the NJOMB allowable mileage reimbursement.

In order to renegotiate, extend, amend or otherwise alter the terms of the business administrator/board secretary or assistant superintendent contract, the board must:

- A. Provide notice to the public at least 30 days prior to any scheduled action;
- B. Hold a public hearing on the proposed contract and not take action until the hearing has been held;
- C. Provide the public with at least 10 days notice of the public hearing.

The requirement for a public hearing does not apply to new contracts, including contracts that replace expired contracts for existing employees.

Professional Development

All those administrators whose positions require a School Administrator, Principal or Supervisor Certificate shall complete training on school ethics, school law and school governance as part of their required professional development.

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Legal References:	<u>N.J.S.A.</u> 18A:7 <u>et seq.</u>	County Superintendents
	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:17-5 through -14.3	Secretaries, assistant secretaries and school business administrators
	<u>N.J.S.A.</u> 18A:17-15 through -23	Superintendents and assistant superintendent of schools ...
	<u>N.J.S.A.</u> 18A:17-24.1 <u>et seq.</u>	Sharing of personnel by school boards
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<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 defined
	<u>N.J.A.C.</u> 6:11-9.3	Authorization
	<u>N.J.A.C.</u> 6:11-9.4	School administrator
	<u>N.J.A.C.</u> 6:11-9.7	School business administrator
	P.L. 2007, c53	School district Accountability

Cross References:	*2121	Line of Responsibility
	*2131	Chief school administrator
	*2210	Administrative leeway in absence of board policy

*Indicates policy is included in the Critical Policy Reference Manual.

Key Words

Administrative Positions, Administrative Evaluation

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