

**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.
- D. To improve communications between the chief school administrator and the board of education.

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

- A. To review, revise and adopt procedures developed in consultation with 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 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;
- D. 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;
- 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. 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;
  - 4. Recommendations for professional growth and development;
  - 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.

**CHIEF SCHOOL ADMINISTRATOR (continued)**

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

- A. Revision and update of the 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. Up dating the 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 dates for the distribution and collection of evaluation forms, the provision of the chief school administrator's self evaluation on Progress Towards District Goals, the development of board consensus and annual summary conference.
- E. Provision of requested and appropriate information to allow proper consideration of all the items to be included in the subsequent written performance report;
- F. After the board's adoption of the annual written performance report, to provide performance data not contained in the report.

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

**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 ...
<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 non-citizens ...
<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

**CHIEF SCHOOL ADMINISTRATOR (continued)****Legal References:** (continued)

N.J.A.C. 6:11-9.1 et seq. Requirements for Administrative Certification  
See particularly:  
 N.J.A.C. 6:11-9.1, -9.2,  
 -9.3(a), -9.4  
 N.J.A.C. 6A:28-1.1 et seq. School Ethics Commission  
 N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
 8 U.S.C. 1101 et seq. - Immigration and Nationality Act

Manual for the Evaluation of Local School Districts (August 2000)

**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

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

**Key Words**

Superintendent Evaluation, Superintendent Job Description, CSA, Chief School Administrator, Evaluation

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Revised: