

HARRISON TOWNSHIP SCHOOL DISTRICT
MULLICA HILL, NEW JERSEY

FILE CODE 2400

Monitored

Mandated

Other

EVALUATION OF ADMINISTRATOR EFFECTIVENESS

The Harrison Township Board of Education recognizes that the evaluation of all staff members, including the Superintendent, is essential to the effective operation of the school district. Therefore, the board adopts the following policy and implementation procedures for the evaluation of the Superintendent in accordance with N.J.A.C. 6:3-2.2.

The board of education, in compliance with state law, will evaluate the Chief School Administrator at least annually. 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 sole 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 on 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 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 roles 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 of the Chief School Administrator. The evaluation criteria shall include but not be limited to available indicators of pupil progress;
- B. Specifications 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, with appropriate information available 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.

Board Approval: October 29, 2007

Monitored:

Procedural guidelines 6.2, 6.3

Mandated:

N.J.A.C. 6:3-2.2 requires the board to develop policies and procedures on evaluation of the chief school administrator--tenured or nontenured. The evaluation must be based on the chief school administrator's job description.

Other Reasons:

N.J.S.A. 18A:12-21 et seq. establishes standards of ethical conduct for school officials which by definition includes administrators.

N.J.S.A. 18A:17-20 in effect prohibits tenure for superintendents in jobs in which they were not tenured as of September 1, 1991.

N.J.S.A. 18A:17-20.3 requires all new board members to receive NJSBA training in evaluation of superintendents.

N.J.A.C. 6:3-9.1 et seq. defines the purpose, authority and operating procedures of the School Ethics Commission.

Recommendation:

A policy assigning roles and responsibilities in the evaluation of the chief school administrator including development of a job description related to the district's local goals, program objectives, policies and instructional priorities; state goals; statutory requirements; and the functions, duties and responsibilities of the chief school administrator. Regulations outlining the procedures to be followed should be reviewed and adopted by the board.

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.

N.J.S.A. 18A:4-15 General rule-making power

N.J.S.A. 18A:6-10 Dismissal and reduction in compensation of persons under tenure in through -17 public school system ...

N.J.S.A. 18A:7A- Public School Education Act of 1975
1 et al.

N.J.S.A. 18A:12- School Ethics Act
21 et seq.

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N.J.S.A. 18A:17- Appointment of superintendents; terms; apportionment of expense ...

15 through -21
N.J.S.A. 18A:17- Tenured and non-tenured superintendents; general powers and
20 duties
N.J.S.A. 18A:17- Clerks in superintendent's office
24
N.J.S.A. 18A:17- Sharing of personnel by school boards
24.1
N.J.S.A. 18A:27- Board of education, procedure for certain personnel actions;
4.1 recommendation of chief school administrator
N.J.S.A. 18A:28-3 No tenure for non-citizens ...
through -6
N.J.S.A. 18A:29- Withholding increments; causes; notice of appeals
14
N.J.A.C. 6:3-2.1 Chief school administrator
N.J.A.C. 6:3-2.2 Evaluation of tenured and non-tenured chief school administrators
N.J.A.C. 6:3-1.4 Local district responsibility for employment of staff
N.J.A.C. 6:3-9.1 School Ethics Commission
et seq.
N.J.A.C. 6:8-1.1 Thorough and efficient system of free public schools
et seq.
N.J.A.C. 6:8-4.3 Quality assurance
N.J.A.C. 6:11-9.1 Requirements for administrative certification
et seq.
See particularly:
N.J.A.C. 6:11-9.1,
-9.2, -9.3(a), -9.4
8 U.S.C.A. 1100 et seq. - Immigration Reform and Control Act of 1986
Manual for the Evaluation of Local School Districts (June 1993)

Possible 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