Merchantville Board of Education 130 South Centre Street Merchantville, NJ 08109	File Code : 2131 Adopted : 12/13/88 Revised : 04/24/2018 Reviewed : 03/18/2024

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.

Role and Responsibility of the Board

The role and responsibility of the board in the evaluation of the chief school administrator shall be:

A. To ensure each board member completes the New Jersey School Boards Association training program on the evaluation of the chief school administrator within six months of the commencement of newly appointed or elected district board member's term of office (N.J.S.A. 18A:17-20.3.b; see board policy 9200 Orientation and Training of Board Members);

B. After consultation with the chief school administrator, to determine the roles and responsibilities for the implementation of this policy and attendant procedures;

C. After consultation with the chief school administrator, to prepare 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 be mutually developed by the board and the chief school administrator;

D. To ensure that a majority of the full membership of the board shall prepare an annual performance report and convene an annual summary conference between the chief school administrator and a majority of the full membership of the board;

E. To hold an annual summary conference with a majority of the total membership of the board and the chief school administrator. The annual summary conference shall be held before the written performance report is filed. The conference shall be held in executive session, unless the chief school administrator, subsequent to adequate notice, requests that it be held in public. The conference shall include, but not be limited to, review of the following:

1. Performance of the chief school administrator based upon the job description;
2. Progress of the chief school administrator in achieving and/or implementing the school district's goals, program objectives, policies, instructional priorities, State goals, and statutory requirements; and
3. Indicators of student progress and growth toward program objectives.

F. To prepare, by July 1, subsequent to the annual summary conference, an annual written performance report. The annual performance report shall be prepared by a majority of the full membership of the board and provided to the chief school administrator. This report shall include, but is not limited to:

1. Performance areas of strength;
2. Performance areas needing improvement based upon the job description and evaluation criteria in "E" above;
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. An option for the chief school administrator, within 10 days of receipt of the report, to include performance data which has not been included in the report prepared by the board of education to be entered into the record by the chief school administrator.

The board shall add to the chief school administrator's personnel file, all written performance reports and supporting data, including, but not limited to, indicators of student progress and growth to a chief school administrator's personnel file. The records shall be confidential and not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The board may determine whether the services of a qualified consultant will contribute substantially to the evaluation process and to engage such a consultant as deemed appropriate to assist the board. The evaluation itself shall be the responsibility of the board.

Role and Responsibility of the Chief School Administrator

The board shall determine roles and responsibilities of the chief school administrator in consultation with the chief school administrator. The chief school administrator shall provide information and propose procedures for:

A. The 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; and

F. Preparation and review of the Professional Growth Plan for the administrator's professional development.

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.

Key Words

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

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 through -17	Dismissal and reduction in compensation of persons under tenure in public school system
N.J.S.A. 18A:12-21 et seq.	School Ethics Act
N.J.S.A. 18A:17-15 through -21	Appointment of superintendents; terms;
N.J.S.A. 18A:17-20	Tenured and non-tenured superintendents; general
See particularly:	powers and duties
N.J.S.A. 18A:17-20.3	Evaluation of superintendent's performance
N.J.S.A. 18A:17-24	Clerks in superintendent's office
N.J.S.A. 18A:17-24.1	Shared Administrators, Superintendents
N.J.S.A. 18A:27-4.1	Appointment, transfer, removal or renewal of officers and employees; exceptions
N.J.S.A. 18A:28-3 through -6.1	No tenure for noncitizens
N.J.S.A. 18A:29-14	Withholding increments; causes; notice of appeals
N.J.S.A. 40:65-1 et seq.	Uniform Shared Services and Consolidation Act
N.J.A.C. 6A:9-3.4	Professional Standards for School Leaders
N.J.A.C. 6A:9B-12.1	Requirements for Administrative Certification
N.J.A.C. 6A:10-8.1	Evaluation of chief school administrators
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
N.J.A.C. 6A:32-4.1 et seq.	Employment and Supervision of Teaching Staff

8 U.S.C. 1101 et seq.	Immigration and Nationality Act

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

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