

1240 EVALUATION OF SUPERINTENDENT (M)

The Superintendent shall be evaluated annually in writing by the Board of Education. The Board of Education may choose to be assisted or advised by a consultant. The objectives of the Board of Education's evaluation will be to promote professional excellence and improve the skills of the Superintendent, to improve the quality of education received by the pupils of this district, and to provide a basis for the review of the Superintendent's performance.

The evaluation will be based on the job description for the position of Superintendent and this policy. The evaluation procedures in this policy and the job description and any revisions thereto will be adopted by the Board of Education after consultation with the Superintendent.

This policy will be delivered to the Superintendent upon its adoption, and any amendment to it will be developed and adopted by the Board of Education after consultation with the Superintendent. This policy and/or any amendments to it will be delivered to the Superintendent within ten (10) working days after its adoption.

#### Evaluation Criteria

The Board of Education shall develop and approve criteria for the evaluation of the Superintendent. Evaluation criteria will be reviewed as necessary and as requested by the Superintendent, but not less than annually and upon any revision of the Superintendent's job description. Evaluation criteria will be adopted before July 1 of each year. Any proposed revision of the evaluation criteria will be provided to the Superintendent for his/her comments before its adoption, and a copy of the adopted revision shall be provided the Superintendent within ten (10) working days of its adoption.

Criteria for the evaluation of the Superintendent will be based upon the job description and will relate directly to each of the tasks described. Each criterion will be brief and will focus on a major function of the position, be based on observable information rather than on factors requiring subjective judgment, and be written in a consistent format.

### Collection and Reporting of Evaluation Data

Data for the evaluation of the Superintendent will be gathered by any one or more of the following methods: direct observation, review of the written document produced in the performance of the Superintendent's assigned duties; interviews with the Superintendent regarding his/her knowledge of assigned duties; paper and pencil instruments (such as competency tests, staff surveys, and the like); audio-visual monitoring of the Superintendent in the performance of his/her assigned duties; and reference to previous performance reports.

The Superintendent shall be observed in the performance of his/her assigned duties at least once annually.

### Preparation Plan for Professional Growth and Development

An individual plan for professional growth and development shall be prepared annually, and before April 1 of each year in cooperation with the Superintendent and will include areas of required growth, methods of achieving that growth, a schedule for implementation, and the responsibility of the Superintendent and Board for implementing the plan. The plan will derive from applicable evaluation criteria and focus on critical areas of professional growth.

A copy of the plan for professional growth and development will be placed in the annual performance report. The degree to which the Superintendent achieved the requirements of the previous plan will be a measure of his/her annual performance evaluation.

It will be the duty of the Superintendent to implement the plan as prepared; his/her failure to do so may result in disciplinary action up to and including certification of tenure charges.

### Conduct of Annual Performance Conference

An annual summary conference shall be conducted between the Board of Education, with a majority of the total membership of the Board and the Superintendent before the annual performance report is filed. The conference will be held in private, unless the Superintendent requests that it be held in public.

The conference shall include but need not be limited to a review of the performance of the Superintendent based upon the job description; a review of the Superintendent's progress in achieving and implementing the district's goals, program objectives, policies, instructional priorities, and statutory requirements; and a review of available indicators of pupil progress and growth toward the program objectives.

The purpose of the annual performance conference will be to provide for a total review of the year's work, to identify strategies for improvement where necessary, and to recognize achievement and good practice. Adequate time will be allotted for the conference in order to cover the required topics of discussion and to permit a full exploration of the possible solutions to any problems identified.

#### Preparation of Annual Performance Report

An annual written performance report shall be prepared, no later than April 1, by a majority of the full membership of the Board of Education. The report will include, but need not be limited to, performance areas of strength; performance areas needing improvement based on the job description and evaluation criteria; the plan for professional growth and development prepared by the Superintendent and the Board of Education; a summary of available indicators of pupil progress and growth and a statement of how these indicators relate to the effectiveness of the overall program and the performance of the Superintendent; and provision for performance data that have not been included in the report prepared by the Board of Education to be entered into the record by the Superintendent within ten (10) working days after the completion of the report.

The annual performance report will be signed by the Board President at the time of the conference and by the Superintendent within five (5) working days of the conference. It will be filed in the Superintendent's personnel file, and a copy will be provided to the Superintendent.

N.J.A.C. 6A:32-4.3

Adopted:

Formerly Policy 410.6 - Evaluation of the Superintendent which  
was:

Adopted: 13 May 1980

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