

SUPERINTENDENT OF SCHOOLS
JOB DESCRIPTION AND EVALUATION

The Holmdel Township Board of Education, in compliance with state law, will evaluate the Superintendent 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 enhance the skills of the Superintendent;
- B. To improve the quality of the education received by the pupils served by the public schools of the district; and
- C. To provide a basis for the review of the job performance of the Superintendent.

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

- A. To review, revise and approve procedures suggested by the Superintendent for implementation of this policy;
- B. To determine whether the services of a consultant will contribute substantially to the evaluation process, and to hire such a consultant if the Board deems it desirable;
- C. To adopt an individual plan for professional growth and development of the Superintendent based in part upon any needs identified in the evaluation. This plan shall reflect contributions by both the Board and the Superintendent;
- D. To hold an annual summary conference between a majority of the full membership of the Board and the Superintendent. This conference shall include a review of the Superintendent's performance in terms of his/her job description and annual job targets; and
- 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:

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1. Performance areas of strength;
2. Performance areas needing improvement based upon the job description and evaluation criteria set forth in section A;
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 Superintendent; and
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 Superintendent within 10 working days after the completion of the report.

The role and responsibility of the Superintendent shall be to provide information and propose procedures for:

- A. Development of a job description and evaluation criteria, based upon the district's goals, program objectives, policies, instructional priorities, state goals, statutory requirements, and the functions, duties, and responsibilities of the Superintendent. 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 Superintendent's performance based upon job description;
- D. Scheduling the required annual conference at an appropriate time, and with appropriate information available to allow proper consideration of all the items to be included in the subsequent written performance report; and
- 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 Superintendent upon adoption. Amendments to the policy shall be distributed within 10 working days after adoption. When the superintendent is nontenured, the entire evaluation procedure must be completed by a date consistent with statute and code.

Source: Regular Board Meeting

Date: August 20, 1986

Revised: July 19, 1995

Revised:

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Legal References:	<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:7A-1 <u>et al.</u>	Public School Education Act of 1975
	<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	Board of education, procedure for certain personnel actions; recommendation of chief school administrator
	<u>N.J.S.A.</u> 18A:28-3 through -6	No tenure for noncitizens. . .
	<u>N.J.S.A.</u> 18A:29-14	Withholding increments; causes; notice of appeals
	<u>N.J.A.C.</u> 6:3-2.1	Chief school administrator
	<u>N.J.A.C.</u> 6:3-2.2	Evaluation of tenured and nontenured chief school administrators
	<u>N.J.A.C.</u> 6:3-1.4	Local district responsibility for employment of staff
	<u>N.J.A.C.</u> 6:3-9.1 <u>et seq.</u>	School Ethics Commission
	<u>N.J.A.C.</u> 6:8-1.1 <u>et seq.</u>	Thorough and efficient system of free public schools
<u>N.J.A.C.</u> 6:8-4.3	Quality assurance	
<u>N.J.A.C.</u> 6:11-9.1 <u>et seq.</u>	Requirements for administrative certification	
See particularly: <u>N.J.A.C.</u> 6:11-9.1, -9.2, -9.3(a), -9.4		

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Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100
et seq.

Manual for the Evaluation of Local School Districts
(June 1993)

Possible

Cross References	2000	Concepts and roles in administration
	*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.

