

# **POLICY**

**Revised**

## **FRANKLIN TOWNSHIP BOARD OF EDUCATION**

**File Code: 2131**

### 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 school of the district;
- C. To provide a basis for the review of the job performance of the chief school administrator.

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

- A. *To complete a 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. To review, revise and adopt procedures suggested by the chief school administrator for the implementation of this policy;
- C. 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;~~ *as deemed appropriate to assist the board. The evaluation itself shall be the responsibility of the board;*
- 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, and may be revised based on the annual evaluation.~~ *This plan shall be mutually developed by the board and the chief school administrator.* The duration of the plan will be three to five years, depending on the chief school administrator's contract with the school district;
- E. 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;~~ **The annual summary conference shall be held before the written performance report is filed. The conference shall be held in private, unless the chief school administrator 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 adopt, by April 30~~ **To prepare, by July 1,** 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 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. Provisions 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.

G. **To add 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 role and the 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, 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. ~~Scheduling the required annual conference at an appropriate time, and with appropriate information available~~ **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.
- 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.

The entire evaluation procedure must be completed by a date consistent with statute and code.

Date adopted: 12/15/97

Date revised: 1/12/09