

POLICY

GREATER EGG HARBOR BOARD OF EDUCATION

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EVALUATION OF SUPERINTENDENT
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The Board of Education will evaluate the performance of the Superintendent whether tenured or non-tenured, in order to assist both the Board and the Superintendent in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership.

Purposes

The purpose of the annual evaluation shall be to:

1. Promote professional excellence and improve the skills of the Superintendent;
2. Improve the quality of the education received by the pupils served by the public schools;
3. Provide a basis for the review of the performance of the Superintendent.

Procedures

Such policy and procedures shall be developed by the Board of Education after consultation with the Superintendent and shall include, but not be limited to:

1. A determination of roles and responsibilities for the implementation of the policy and procedures.
2. 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 Superintendent.
3. Specification of methods of data collection and reporting appropriate to the job description.
4. Provision for the preparation of an individual plan for professional growth and development based in part upon any needs identified in the evaluation, which shall be mutually developed by the Board of Education and the Superintendent.
5. Preparation of an annual written performance report by a majority of the full membership of the Board of Education and an annual summary conference between the



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Board of Education, with a majority of the total membership of the Board and the Superintendent present.

Availability of Consultants to the Board

The Board of Education, at its discretion, may hire a consultant to assist or advise in the evaluation process.

Distribution and Amendments to Policy

Such policy shall be distributed to the Superintendent upon adoption. Amendments to the policy shall be distributed within ten working days after adoption.

The Superintendent and Board of Education shall mutually agree to a series of specific and accomplishable job targets at the time of budget review and adoption toward which the District's efforts should be directed during the term of that budget year.

Self-Evaluation Instrument

The Superintendent shall present to the Board of Education a Self-Evaluation Instrument, at least forty-five days prior to April 30, listing specific job targets mutually adopted by the Board and Superintendent and his/her own perception of the extent of accomplishment of each of the components of the Job Description.

Board Appraisal Instrument

Each member of the Board of Education shall individually evaluate each area of the Self-Evaluation Instrument and enter his/her perception of the extent of accomplishment of the job targets.

Annual Summary Conference

Prior to April 30 of each year, the total Board shall hold an Annual Summary Conference to review with the Superintendent his/her job performance as required by both administrative code and Board policy.

The Annual Summary Conference between the Board of Education, with a majority of the total membership of the Board and the Superintendent present, shall be held before



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the written performance report is filed. The conference shall be held in private, unless the Superintendent requests that it be held in public. The conference shall include, but not be limited to:

1. Review of the performance of the Superintendent based upon the job description;
2. Review of the Superintendent's progress in achieving and/or implementing the District's goals, program objectives, policies, instructional priorities, State goals, and statutory requirements.
3. Review of available indicators of pupil progress and growth toward the program objectives.

At the Annual Summary Conference, the total Board shall present the tabulations of the individual evaluations of each Board member and inform the Superintendent of the range of individual appraisals, as well as the composite score in each area, using the code designated on the form. At the Annual Summary Conference, the Board shall also present an annual written performance report.

Annual Written Performance Report

The annual written performance report shall be prepared by April 30 by a majority of the total membership of the Board of Education and shall include, but not be limited to:

1. Performance areas of strength;
2. Performance areas needing improvement based upon the job description and evaluation criteria;
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 educational program and the performance of the Superintendent;
5. Provision for performance by the Board of Education to be entered into the record by the Superintendent within ten working days after the completion of the report.



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Definitions

For purposes of this section:

1. Available indicators of pupil progress and growth mean the results of formal and informal assessment of pupils.
2. Job descriptions means a written specification of the functions, duties and responsibilities of the tenured Superintendent and the relationship of such functions, duties and responsibilities to those of the Board of Education.

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

Adopted: 10 August 1998

Revised: November 2006

