

CHIEF SCHOOL ADMINISTRATOR

The Long Hill Township Board of Education (BOE), in compliance with state law, will evaluate the Chief School Administrator (CSA) 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 CSA;
- B. To improve the quality of the education received by the students served by the public schools of the district;
- C. To provide a basis for the review of the job performance of the CSA.

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 CSA within six months of the commencement of newly appointed or elected district board member's term of office (N.J.A.S. 18A:17-20.3b)
- B. To review, revise and adopt procedures suggested by the CSA for 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 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 CSA based in part upon any needs identified in the evaluation. This plan shall be mutually developed by the Board and the CSA. The duration of the plan will be three to five years, depending on the CSA'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 CSA. The annual summary conference shall be held before the written performance report is filed. The conference shall be held in private, unless the CSA requests that it be held in public. This conference shall include, but not be limited to, review of the following:
 - 1. Performance of the CSA based upon the job description;

2. Progress of the CSA 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, 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 in "E" above;
 3. Recommendations for professional growth and development;
 4. A summary of available indicators of student progress and growth and a statement of how these available indicators relate to the effectiveness of the overall program and the performance of the CSA;
 5. Provision for performance data which have not been included in the report prepared by the BOE to be entered into the record by the CSA 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 CSA'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.

Role and Responsibility of the Chief School Administrator

The Board shall determine the role and responsibility in consultation with the CSA. The CSA shall 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 CSA. The evaluation criteria shall include but not be limited to available indicators of student progress;
- B. Specification of methods of data collection and reporting appropriate to the job description;
- C. Design of evaluation instruments suited to reviewing the CSA'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.
- F. Preparation and review of the Professional Growth Plan for the administrator's professional development.

The policy shall be delivered to the CSA upon adoption. Amendments to the policy shall be distributed within 10 working days after adoption.

Reviewed and readopted: March 23, 2015

First Reading: November 28, 2011

Second Reading: December 12, 2011

Legal References

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 powers and duties
N.J.S.A. 18A:17-20.2	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:9-12	Requirements for Administrative Certification
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

Cross References:

*2000	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.