

ADMINISTRATIVE STAFF (EVALUATION)

The Board of Education (Board) recognizes that the continuing evaluation of administrators is essential to the achievement of the educational goals of this district. In order to insure the greatest benefit to the district of a program of administrator evaluation, the Board shall provide adequate resources for supervision and professional development, time for the proper conduct of evaluations, and time for in-service training to encourage improvement in job performance.

It shall be the duty of the Chief School Administrator to seek the best available candidates for the administrative posts deemed necessary by the board. Final selections will be presented to the board for review at a work session prior to approval by the full board. The Chief School Administrator (CSA) will develop, in consultation with administrators, job descriptions for each administrative position. Such job descriptions will state in concise form the program objectives and major responsibilities of the position and will include evaluation criteria that evolve logically from those objectives and responsibilities. The CSA or Designee shall provide each administrator, upon their employment, a copy of this policy and the job description and evaluation criteria of his or her position; any amendments made subsequently will be distributed no later than ten days after their adoption.

The CSA shall report to the Board on the effectiveness of the evaluation system and shall recommend such changes in the system as may be required to increase its effectiveness.

Tenured Administrators

Tenured administrators shall be evaluated in order to promote their professional excellence and improve their skills, to enhance pupil learning and growth, and to provide a basis for the review of administrative performance.

Each tenured administrator, except the CSA, shall be evaluated annually by appropriately certified and trained administrators or supervisors. The CSA shall, in consultation with administrators, develop procedures for the evaluation of tenured administrators that include, as a minimum:

1. The collection and reporting of evaluation data appropriate to the job description and evaluation criteria, including observations of the administrator's performance;
2. Observation conferences between the administrator and the evaluating supervisor;
3. The preparation of individual professional improvement plans;
4. The preparation by the supervisor of an annual written performance report that includes the administrator's performance areas of strength and weakness, an individual professional improvement plan developed by the supervisor and the administrator, 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 individual administrator, and provision for entry into the record by the administrator, within ten working days after the signing of the report, of performance data not included by the supervisor; and
5. The conduct of an annual summary conference between the administrator and the evaluating supervisor, which will be held before the written performance report is filed and will include a review of the administrator's performance and progress toward the objectives set by the individual professional improvement plan developed at the previous annual conference, review of available indicators of pupil progress and growth toward the program objectives, and a review of the written performance report and the signing of the report within ten working days of the review.

ADMINISTRATIVE STAFF (EVALUATION)

Non-tenured Administrators

Non-tenured administrators shall be evaluated for the purpose of identifying and correcting deficiencies, improving professional competence, establishing a means for determining re-employment, and improving the quality of the education program of this district.

1. The observation of the administrator in the performance of duties not less than three times each year and not less than once in each semester;
2. The conduct of a conference between the non-tenured administrator and the evaluating supervisor no later than fifteen working days after each such observation; and
3. The preparation of a written evaluation report of the non-tenured administrator's total performance, which shall be signed and retained by both parties to the conference and may be augmented by the written disclaimer of the non-tenured administrator, provided that such disclaimer is submitted no later than ten working days after the conference.

The CSA shall provide each non-tenured administrator with a copy of this policy on his or her appointment.

No NJSBA Guidance provided on Policy 2130

Adopted/Revised: 10/23/86, 12/15/11