

## CHIEF SCHOOL ADMINISTRATOR

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### Employment of the Chief School Administrator (CSA):

The Board of Education (Board) vests the primary responsibility for the administration of this district in a CSA and recognized that the appointment of a person to that office is one of the most important functions this Board can perform.

The CSA shall devote himself or herself exclusively to the duties of the office.

#### Recruitment Procedures

The Board shall actively seek the best qualified and most capable candidate for the position of CSA. Recruitment procedures shall be prepared in advance of the search and shall include the following:

1. The preparation of a written job description;
2. Preparation of informative material describing this school district and the educational goals;
3. Where feasible, the opportunity for applicants to visit the district;
4. The requirement that each serious candidate for the position be interviewed by Board members in a format that encourages the candidate to express an educational philosophy;
5. Solicitation of applications from a wide geographical area; and
6. Strict compliance with law and equal employment opportunity.

#### Qualifications

The CSA must possess a valid New Jersey administrative certificate endorsed for school administrator in accordance with law and must qualify for employment following a required criminal history record check.

The CSA shall meet criteria established at the time of the search and developed by the Board.

#### Employment Contract

A person appointed as CSA must enter an employment contract with the Board. The employment contract with the CSA must be approved with a majority vote of the full Board at a public Board meeting. This contract will be between 3 and 5 years in length.

In the event there is a CSA vacancy at the expiration of the existing contract, only the Board seated at the time of the expiration of the current CSA's contract may appoint and approve an employment contract for the next CSA.

In the event there is a CSA vacancy prior to the expiration of the existing contract, the Board seated at the time the position becomes vacant may appoint and approve an employment contract for the next CSA.

During the term of the contract, the CSA may be dismissed or reduced in compensation only for just cause and only by the Commissioner of Education pursuant to the tenure hearing laws. The contract will automatically renew for the same term and with the same conditions unless the parties have entered a new contract, which may provide a different term of not less than three nor more than five years, or the Board has notified the CSA at least one year in advance of the expiration of the contract, that the contract will not be renewed.

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**Physical Examination**

A person appointed CSA must meet the requirements for physical examination. The exam shall be performed by a doctor of the candidates choice or in absence of the personal physician, the school medical examiner may conduct the exam.

**Disqualification**

Any candidate's misstatement of fact material to qualifications for employment or the determination of salary will be considered by this Board to constitute grounds for dismissal.

**Evaluation of Superintendent:**

A. Frequency of evaluation

The CSA shall be evaluated annually by April 30<sup>th</sup>.

B. Evaluation criteria

1. Job Description

2. Annual Goals

3. The following criteria as enumerated by the N.J.S.B.A. shall also be used:

- a. Ability to manage
- b. Ability to lead
- c. Ability to make decisions
- d. Ability to communicate
- e. Supervision and staff development
- f. Responsiveness to others
- g. Creativity
- h. Ability to maintain an effective educational climate
- i. Effective implementation of Board policies and procedures
- j. Use of physical and financial resources of the district in a judicious manner
- k. Demonstration of a board knowledge of matters that will aid in effectively managing the school district.

C. Collection and reporting of evaluation data

- 1. The Personnel Committee of the Board shall collect appropriate data to properly evaluate the CSA. Any Board members who has a spouse or direct relative employed by the school district and under the supervision of the CSA must refrain from taking part in the evaluation and contract processes.
- 2. The Personnel Committee of the Board shall discuss the data and evaluate the CSA based on the evaluation criteria as described in B. above.
- 3. The Personnel Committee of the Board shall designate one individual to prepare a draft of the written evaluation document.
- 4. The Personnel Committee of the Board shall review the draft evaluation document and determined required revisions. (Please see above spouse and direct family member restrictions)

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5. The Personnel Committee of the Board shall by majority vote approve the evaluation document and have it approved by a majority vote of the Board.

D. Conduct of annual performance conference

1. The Personnel Committee of the Board shall conduct the evaluation conference.
2. The chairperson of the Personnel Committee of the Board shall chair a private session of the Committee, at which the CSA is present, at which the conference is conducted.
3. The CSA shall have the right to discuss the evaluation with the Personnel Committee of the Board and file any exceptions to the evaluation in writing.
4. Any exceptions filed by the CSA shall be included with any copy of the Board's evaluation.

**Incapacity of the CSA:**

The Board will appoint, by the affirmative votes of the majority of the members of the full Board, and fix the compensation of an Acting CSA to serve when the CSA is so incapacitated as to render him or her unable to perform the duties of the office of CSA.

The CSA will be deemed to be incapacitated when

1. The CSA is absent on disability leave of a projected duration of sixty days or more, or
2. The CSA is certified incapacitated by a physician, or
3. The CSA has been suspended with pay, or
4. The CSA has been suspended without pay pending the resolution of tenure charges.

The Acting CSA shall discharge the duties of the office until the CSA returns, resigns, or is removed from the position. The acts of the Acting CSA shall be legal and binding as if done by the CSA. The Acting CSA shall not acquire tenure in the position of CSA.

Adopted/Revised: 12/15/11