

Policy

Board of Education Randolph

NO. 410.6 PERSONNEL

EVALUATION OF THE SUPERINTENDENT

This policy focuses attention on major broad areas of responsibility in which the Superintendent of Schools as chief school administrator should perform. All of these areas have as their focal point the thorough and efficient education of children in the Randolph Schools.

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 of the Randolph Schools.
3. Provide a basis for the review of the performance of the superintendent.

MANAGEMENT OBJECTIVES

1. The evaluation of the superintendent encompasses the sum total of those functions which he/she is expected to perform well routinely, according to his/her job description together with a continuous process of improving the educational system through perceiving and identifying specific areas capable of improvement each year. The superintendent shall submit the form Statement of Management Objective to the Board at the beginning of each school year.

SELF EVALUATION INSTRUMENT

The evaluative procedure attempts to evaluate the superintendent's general performance characteristics in terms of administrative activities required by his/her job description, relationships, professional attributes, and personal qualities as well as his/her performance in achieving the specific objectives he/she has set up for the year. Since evaluation is effective only to the extent that it is perceived as valid by the performer, self-evaluation is of prime importance in the process. Therefore, the superintendent will use the Board approved Criteria for Evaluation of the Superintendent of Schools to evaluate his/her own performance.

In February of each school year the superintendent shall submit to the Board the completed Criteria for Evaluation of the Superintendent of Schools and in the summary a progress report on his/her Statement of Management Objectives.

BOARD APPRAISAL INSTRUMENT

Each member of the Board shall individually evaluate each area of the Criteria For Evaluation of the Superintendent of Schools 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.

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The annual summary conference between the Board, with a majority of the total membership of the Board and the superintendent present, shall be held before the written performance 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 as required in N.J.A.C. 6:3-1.22.

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 chief school administrator.
5. Provision 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 superintendent within 10 working days after the completion of the report.

DATE ADOPTED: May 13, 1980

DATE REVISED: