

POLICY

EAST WINDSOR BOARD OF EDUCATION

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EVALUATION OF SUPERINTENDENT

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1240 EVALUATION OF SUPERINTENDENT

A comprehensive evaluation of the performance of its Superintendent is essential to insure that the district has a high quality of leadership to direct the educational progress of the district. The evaluation process must be constructed to be congruent with the philosophy, goals, and policies of the district and the statutes and regulations of the state.

The evaluation process and instrumentation in addition to fulfilling the regulatory and statutory requirements must also reflect the achievement of the priorities, needs, aims and aspirations for the district which are derived from its various publics, the Board and the Superintendent.

To be effective any evaluation process must be cooperatively developed by the evaluators and the employees and implemented so that the performance of the person evaluated is fairly described has strengths and weaknesses noted, and a plan for professional improvement is clearly stated.

Frequency of Evaluation

The Superintendent will be evaluated at least one time each year with the process being completed by April 30.

Evaluation Preparation

The evaluation report(s) will be prepared by at least a majority to the total membership of the Board of Education. The final assessment report will be completed by April 30 each year, and will follow the summary conference between the Board and the Superintendent.

The evaluation report will be filed in the district personnel office, and with the Board Secretary.

The Superintendent and the President of the Board of Education will sign each copy of the evaluation. The Superintendent may append any comments to the evaluation and these will become a permanent part of the evaluation.

Annual Summary Conference



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The annual summary conference between a majority of the total members of the Board and the Superintendent must be held before the written performance report is filed. The conference must be held in private session unless the Superintendent requests that it be held in public. The conference must include, but is not limited to:

1. Review of the performance of the Superintendent, based upon his job description, other agreed upon evaluation criteria;

2. Review of the Superintendent's progress in achieving and/or implementing the district's goals, program objectives, policies, instructional priorities, state goals and requirements, and his/her professional improvement plan;

3. Review of available indicators of pupil progress and growth toward the program objectives.

Annual Performance Report

The annual written performance report must include, but not be limited to:

1. Performance areas of strength based upon the job description and agreed upon evaluation criteria;

2. Performance areas needing improvement based upon the job description and agreed upon evaluation criteria;

3. An individual plan for professional improvement which is mutually developed by the Board of Education and Superintendent, based in part on any needs identified in the evaluation;

4. A summary of available indicators of pupil progress and growth and a statement of how these available indicators related to the effectiveness of the overall program and the performance of the Superintendent; and

5. Provisions for performance data which have not been included in the report prepared by the Board to be entered into the record by the Superintendent within ten working days after the completion of the report.

Roles and Responsibilities



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By September 1st of each year the Superintendent will meet with the Board of Education mutually develop Board/Superintendent goals for the year. The number of goals is not to exceed five (including the professional improvement Plan). The Superintendent will schedule the meeting.

By September 30th the Superintendent will submit to the Board a plan of action/indices of achievement for each goal and for his/her professional improvement plan.

By April 15th, the Superintendent will meet with at least a majority of the total membership of the Board of Education for an annual summary conference to review the performance of the Superintendent. The Superintendent will schedule the meeting.

By April 30th, a final evaluation report must be prepared by at least a majority of the total membership of the Board of Education.

Evaluation Criteria

The following are to be included in the evaluation criteria:

1. Adherence to statutory and regulatory requirements;
2. Progress on professional improvement plan;
3. Achievement of state goals;
4. Achievement of Board/Superintendent developed district goals, priorities, plans, and objectives;
5. Performance as required by the approved job description;
6. Assessment of leadership, communication, knowledge, ability to interact positively with the public, Board, and staff;
7. Assessment of ability to plan, organize and execute those activities needed for the overall improvement of performance of students and the district in general; and
8. Overall professional growth and development.

Outside Consultants



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While the responsibility for the evaluation of the Superintendent remains with the district Board of Education, the Board may retain consultants to assist it in developing and implementing an effective evaluation process.

Notification

The evaluation policy must be distributed to the Superintendent upon its adoption by the district Board of Education. Amendments to the policy must be distributed within ten working days after adoption.

N.J.A.C. 6:3-2.2

Adopted: 22 November 2004

