

**Policy**

SUPERINTENDENT

The Little Silver Board of Education, in compliance with state law, will evaluate the superintendent at least annually. Each evaluation shall be in writing, a copy shall be provided to the superintendent and the board shall meet to discuss the findings. The evaluations shall be based upon the goals and objectives of the district, the responsibilities of the superintendent and such other criteria as the state board of education shall by regulation prescribe. 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 superintendent;
- 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 superintendent.

Role and Responsibility of the Board

The role and responsibility of the board in the evaluation of the superintendent shall be:

- A. To ensure that each member completes the New Jersey school boards association training program on the evaluation of the superintendent within six months of the commencement of newly appointed or elected district board member's term of office (N.J.S.A. 18A:17-20.3, b; see board policy 9200 Orientation and Training of Board Members);
- B. After consultation with the superintendent, to determine the roles and responsibilities for the implementation of this policy and attendant procedures;
- C. After consultation with the superintendent, to prepare an individual plan for professional growth and development of the superintendent based in part upon any needs identified in the evaluation. This plan shall be mutually developed by the board and the superintendent;
- D. To ensure that a majority of the full membership of the board shall prepare an annual performance report and convene an annual summary conference between the superintendent and a majority of the full membership of the board;
- E. To hold an annual summary conference with a majority of the total membership of the board and the superintendent. The annual summary conference shall be held before the written performance report is filed. The conference shall be held in executive session, unless the superintendent, subsequent to adequate notice, requests that it be held in public. The conference shall include, but not be limited to, review of the following:
  - 1. Performance of the superintendent based upon the job description;
  - 2. Progress of the superintendent 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.

SUPERINTENDENT (continued)

- F. To prepare, by July 1, subsequent to the annual summary conference, an annual written performance report. The annual performance report shall be prepared by a majority of the full membership of the board and provided to the superintendent. This report 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 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 superintendent;
  5. An option for the superintendent, within 10 days of receipt of the report, to include for performance data which has not been included in the report prepared by the board of education to be entered into the record by the superintendent.

The board shall add to the superintendent's personnel file, all written performance reports and supporting data, including, but not limited to, indicators of student progress and growth to a superintendent'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.

The board may 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.

Role and Responsibility of the Superintendent

The board shall determine the roles and responsibilities of the superintendent in consultation with the superintendent. The superintendent shall provide information and propose procedures for:

- A. The 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 superintendent. 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 superintendent'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 preparation 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.

SUPERINTENDENT (continued)

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

Incapacity of Superintendent

The board of education will appoint, by the affirmative votes of a majority of the members of the full board and fix the compensation of an acting superintendent to serve when the superintendent is so incapacitated as to render him/her unable to perform the duties of the office of superintendent.

The superintendent will be deemed to be incapacitated when:

1. The superintendent is absent on disability leave of a projected duration of one hundred eighty days or more; or
2. The superintendent is certified incapacitated by a physician in accordance with board policy; or
3. The superintendent has been suspended with pay; or
4. The superintendent has been suspended without pay pending the resolution of tenure charges.

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

Adopted: October 8, 2009  
 Revised: January 2, 2014, January 7, 2016, July 20, 2017  
 NJSBA Review/Update: April 2023  
 Readopted: August 24, 2023

Key Words

Superintendent Evaluation, Superintendent Job Description, CSA, Superintendent, Evaluation, Employment Contract, Duties, Incapacity

**Legal References:**

**NOTE:** These legal references pertain primarily to the superintendent's employment and evaluation. Many specific responsibilities are assigned by other statutes and administrative code regulations.

<u>N.J.S.A.</u> 18A:4-15	General rule-making power
<u>N.J.S.A.</u> 18A:6-10 through -17	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A.</u> 18A:12-21 <u>et seq.</u>	School Ethics Act
<u>N.J.S.A.</u> 18A:16-1	May appoint temporary officers and employees
<u>N.J.S.A.</u> 18A:17-15 through -21	Appointment of superintendents; terms;
<u>N.J.S.A.</u> 18A:17-20 <u>See particularly:</u>	Tenured and non-tenured superintendents; general powers and duties

SUPERINTENDENT (continued)

<u>N.J.S.A.</u> 18A:17-20.3	Evaluation of superintendent's performance
<u>N.J.S.A.</u> 18A:17-24	Clerks in superintendent's office
<u>N.J.S.A.</u> 18A:17-24.1	Shared administrators, superintendents
<u>N.J.S.A.</u> 18A:27-4.1	Appointment, transfer, removal or renewal of officers and employees; exceptions
<u>N.J.S.A.</u> 18A:28-3 through -6.1	No tenure for noncitizens
<u>N.J.S.A.</u> 18A:29-14	Withholding increments; causes; notice of appeals
<u>N.J.S.A.</u> 40A:65-1 <u>et seq.</u>	Uniform Shared Services and Consolidation Act
<u>N.J.A.C.</u> 6A:9-3.4	Professional standards for school leaders
<u>N.J.A.C.</u> 6A:9B-12.1	Requirements for administrative certification
<u>N.J.A.C.</u> 6A:10-8.1	Evaluation of superintendents
<u>N.J.A.C.</u> 6A:28-1.1 <u>et seq.</u>	School Ethics Commission
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the performance of school districts
<u>N.J.A.C.</u> 6A:32-4.1 <u>et seq.</u>	Employment of teaching staff
8 <u>U.S.C.</u> 1101 <u>et seq.</u>	Immigration and Nationality Act

**Possible**

**Cross References:**

*2000/2010	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.