
EVALUATION OF SUPERINTENDENT OF SCHOOLS

The Rumson board of education recognizes the importance of implementing a program for the evaluation of the superintendent of schools in accordance with state law and for the following purposes:

1. Promote professional excellence and improve the skills of the superintendent of schools.
2. Improve the quality of education received by the pupils served by the Rumson School District.
3. provide a basis for the review of the performance of the superintendent of schools.
4. To identify and correct deficiencies and improve professional competence of the superintendent of schools.

In order to be effective the evaluation should include a variety of procedures that should be directly related to the job description. The evaluation should include, but not be limited to, the following components:

1. Individual board member's evaluation
2. Collective board of education evaluation
3. Self-evaluation

This policy will be distributed to the superintendent of schools upon adoption. Amendments to this policy will be distributed within ten working days after adoption.

Procedures

The policy and procedures will be developed by the board of education after consultation with the superintendent of schools and shall include, but not be limited to:

1. A determination of rules and responsibilities for the implementation of the policy and procedures.

2. Development of a job description and evaluation criteria based upon the district's goals, program objectives, policies, instructional priorities, state goals, statutory requirements, and the functions, duties and responsibilities of the superintendent.
3. Prior to the annual evaluation the superintendent shall provide to all board members the professional development plan and accomplishments related thereto.

After the Annual Performance Conference, the superintendent shall meet with the full board to present the professional development plan for the next year based on the annual evaluation.

4. Preparation of the annual written performance report by a majority of the full membership of the board of education and an annual summary conference between the board of education, with a majority of the total members of the board and the superintendent of schools present.
5. Preparation for an individual plan for professional growth and development based in part upon any needs identified in the evaluation mutually developed between the board and the superintendent of schools.

Annual Performance Report

1. The annual performance report shall be completed and then reviewed with the superintendent during the annual performance conference. The report is designed to evaluate the superintendent on his/her performance based on the job description and upon observation during the school year.
2. The report includes:
 - a. Assessment of performance based on the job description.
 - b. Performance areas of strength.
 - c. Performance areas needing improvement.
 - d. An individual professional improvement/development plan established jointly by the board and superintendent.
 - e. Summary of available indicators of pupil progress.

Annual Performance Conference

The conference should include, but not be limited to a review of all items included in the

Annual Performance Report. The conference will be held before the written performance report is filed and the report will be signed within five working days of the review. The evaluatee has ten working days to submit for entry into record any performance data not evaluated in the report.

At the Annual Performance Conference, the president of the board shall present the tabulation 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.

Date: January 10, 1990

Legal References:

N.J.S.A. 18A:27-3.1, 3.3
N.J.A.C. 6:3-1.19; 3-1.22

