

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

POLICY: SUPERINTENDENT OF SCHOOLS

The Cranford Board of Education, in compliance with state law, will evaluate the Superintendent of Schools at least annually. The purpose of the evaluation shall be:

- 1) To promote professional excellence and improve the skills of the Superintendent of Schools;
- 2) To improve the quality of the education received by the pupils served by the Superintendent of Schools;
- 3) To provide a basis for the review of the job performance of the Superintendent of Schools

The role and responsibility of the Board in this evaluation shall be:

- 1) To review, revise and adopt procedures suggested by the Superintendent of Schools for implementation of this policy;
- 2) To adopt an individual plan for professional growth and development of the Superintendent of Schools based in part upon any needs identified in the evaluation. This plan shall reflect contributions by both the Board and the Superintendent of Schools. The duration of the plan will be three to five years, depending on the Superintendent of Schools contract with the school district;
- 3) To hold an annual summary conference by the regular Board meeting in March between a majority of the full membership of the Board and Superintendent of Schools. This conference shall include a review of the Superintendent of Schools' performance in terms of his/her job description;
- 4) To adopt, by April 30, subsequent to the annual summary conference, an annual written performance report, approved by a majority of the full membership of the board. This report shall include:
 - a) Performance areas of strength;
 - b) Performance areas needing improvement based upon the job description and evaluation criteria set forth below;
 - c) Recommendations for professional growth and development;
 - d) A summary of available indicators of pupil 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 of Schools;
 - e) Provisions 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 of Schools within 10 working days after the completion of the report.

The role and responsibility of the Superintendent of Schools shall be to provide information and propose procedures for:

- 1) 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 of Schools. The evaluation criteria shall include but not be limited to available indicators of pupil progress;
- 2) Specification of methods of data collection and reporting appropriate to the job description;
- 3) Design of evaluation instruments suited to reviewing the Superintendent of Schools' performance based upon the job description,
- 4) 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;
- 5) After the board's adoption of the annual written performance report, to provide all other appropriate information relative to evaluation of his/her performance not contained in the report.
- 6) Preparation and review of the Professional Growth Plan for the administrator's professional development.

Legal References:

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

Adopted: October 28, 1996
Revised: October 27, 2008