

DELANCO TOWNSHIP BOARD OF EDUCATION

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Evaluation of Superintendent

EVALUATION OF SUPERINTENDENT

The Board of Education will annually evaluate the performance of the Superintendent, tenured or nontenured, in order to assist both the Board and the Superintendent in the proper discharge of their responsibilities and to enable the Board to provide the district with the best possible leadership. The objective of the Board's evaluation will be to promote professional excellence and improve the skills of the Superintendent, to improve the quality of education received by the pupils of this district, and to provide a basis for the review of the Superintendent's performance. The Superintendent shall be evaluated annually by the Board. The evaluation will be based on the job description for the position of Superintendent and this policy. The evaluation procedures in this policy and the job description and any revisions thereto will be adopted by the board after consultation with the Superintendent. This policy will be delivered to the Superintendent upon its adoption, and any amendment to this policy will be developed and adopted by the Board after consultation with the Superintendent. This policy and/or any amendments to this policy will be delivered to the Superintendent within ten working days after its adoption.

Evaluation criteria

Criteria for the evaluation of the Superintendent will be based upon the Superintendent's job description and will relate directly to each of the tasks described. Each criteria will be brief and will focus on a major function of the position, be based on observable information rather than on factors requiring subjective judgment, and be written in a consistent format. The Board shall develop and approve criteria for the evaluation of the Superintendent. Evaluation criteria will be reviewed as necessary, as requested by the Superintendent, and upon any revision of the Superintendent's job description. Evaluation criteria will be adopted before July 1 of each year. Any proposed revision of the evaluation criteria will be provided to the superintendent for his or her comments before its adoption, and a copy of the adopted revision shall be provided the Superintendent within ten working days of its adoption.

Collection and reporting of evaluation data

Data for the evaluation of the Superintendent will be gathered by a check list/survey filled out annually by each Board member indicating his or her observations of the Superintendent's duty performance. If an item is not clearly understood, or is unobservable, an 'x', may be placed in the box marked "Don't Know". In addition, when giving a rating of Unsatisfactory or Commendable, it must be substantiated with facts and/or examples. Finally, the summary checklist must be signed by the Board member before being submitted in the event further clarification is needed. The summary checklist is to be used as a working document for the Board in compiling the evaluation, but is not to be part of the Superintendent's personnel file.

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The superintendent shall present a self evaluation to each Board member before the Annual Summary Conference based on achievement of district goals, professional goals, program objectives and instructional priorities.

Preparation plan for professional growth and development

Goals for professional growth and development shall be prepared annually, and before July] of each year, in cooperation with the Superintendent and will include areas of required growth. These goals will derive from applicable evaluation criteria and focus on critical areas of professional growth as indicated by weaknesses identified in the evaluation. A copy of the goals for professional growth and development will be placed in the annual performance report. The degree to which the Superintendent achieved the requirements of the previous plan will be a measure of his or her annual performance evaluation.

Conduct of annual performance conference

An annual summary conference shall be conducted between the Board, with a majority of the total membership of the Board and the Superintendent before the annual performance report is filed. The conference will be held in private, unless the Superintendent requests that it be held in public. The conference shall include but need not be limited to a review of the performance of the Superintendent based upon the job description and the summary checklist; a review of the Superintendent's progress in achieving and implementing the district's goals, program objectives, policies, instructional priorities, state goals, and statutory requirements; and a review of available indicators of pupil progress and growth toward the program objectives. The purpose of the annual performance conference will be to provide for a total review of the year's work, to identify strategies for improvement where necessary, and to recognize achievement and good practice. Adequate time will be allotted for the conference in order to cover the required topics of discussion and to permit a full exploration of the possible solutions I to any problems identified.

Preparation of annual performance report

An annual written performance report shall be prepared, no later than April 30, by a majority of the full membership of the Board. The report will include, but need not be limited to, performance areas of strength; performance areas needing improvement based on the job description and evaluation criteria; goals for professional growth and development prepared by the Superintendent and the Board; and a summary of available indicators of pupil progress and growth and a statement of how these indicators relate to the effectiveness of the overall program and the performance of the Superintendent. The annual performance report will be signed by the Board President and the Superintendent. It will be filed in the Superintendent's personnel file, and a copy will be provided to the Superintendent.

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Timeline

February Board meeting: Evaluation check list distributed to each Board member
Superintendent distributes self-evaluation to Board February 28: Completed check lists returned to Board President

Evaluation of Superintendent

March Board meeting: Annual Summary Conference held in executive session
Before April Board meeting: Policy and Personnel Committee writes annual performance Report
April Board meeting: Annual performance report approved by Board and presented to Superintendent N.J.S.A. 18A:7A-1 et seq. N.J.S.A. 6:3-1.22

Adopted: May 8, 1985

Revised: September 10, 1986; June 10, 1992; April 28, 1993, January 12, 1994

March 13, 2002