



EXECUTIVE DIRECTOR

The Board of Trustees in compliance with state law, will evaluate the Executive Director at least annually. 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 Executive Director;
- B. To improve the quality of the education received by the pupils served by the school;
- C. To provide a basis for the review of the job performance of the Executive Director.

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

- A. To review, revise and adopt procedures suggested by the Executive Director for implementation of this policy;
- B. To determine whether the services of a qualified consultant will contribute substantially to the evaluation process, and to engage such a consultant if the board deems it desirable;
- C. To adopt an individual plan for professional growth and development of the Executive Director based in part upon any needs identified in the evaluation. This plan shall reflect contributions by both the board and the Executive Director.
- D. To hold an annual summary conference between a majority of the full membership of the board and the Executive Director. This conference shall include a review of the Executive Director's performance in terms of his/her job description;
- E. 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:
 - 1. Performance areas of strength;
 - 2. Performance areas needing improvement based upon the job description and evaluation criteria set forth below;
 - 3. Recommendations for professional growth and development;
 - 4. 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 Executive Director;

5. Provision for performance data which have not been included in the report prepared by the Board of Trustees to be entered into the record by the Executive Director within 10 working days after the completion of the report.

The role and responsibility of the Executive Director shall be to provide information and propose procedures for:

- A. Development of a job description and evaluation criteria, based upon the school's local goals, program objectives, policies, instructional priorities, state goals, statutory requirements, and the functions, duties and responsibilities of the Executive Director. The evaluation criteria shall include but not be limited to available indicators of pupil progress;
- B. Specification of methods of data collection and reporting appropriate to the job description;
- C. Design of evaluation instruments suited to reviewing the Executive Director'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 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.
- F. Preparation and review of the Professional Growth Plan for the administrator's professional development.

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

Board Approval Date: 1/19/2010