

## Policy

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### ADMINISTRATIVE STAFF

The board of education shall employ appropriately trained and qualified administrators as it determines they are necessary for the administration and supervision of the district.

The superintendent shall present to the board for approval job descriptions, qualifications and evaluation criteria for positions required for the efficient and economical administration of educational programs or management of district operations. The superintendent shall maintain a current file of board-approved job descriptions for all administrators. Job descriptions shall include provisions for evaluation.

**Evaluation of Administrators** - The board recognizes the trend in evaluation which provides for a combination of evaluative criteria applicable to all and performance objectives tailored to each individual. The *chief school administrator* is directed to identify common standards by which the performance of every administrator and supervisor can be judged and, at the same time, individual differences in the contributions made by individuals are recognized.

The board directs that performance evaluations be based upon the fulfillment of the objectives developed by the employee and his/her immediate superior and approved by the *chief school administrator* and the board. The board establishes the following guides to be used in evaluating administrative and supervisory personnel:

- A. Each administrator or supervisor shall have a job description which has been approved by the *chief school administrator* and the board of education and which clearly names the person to whom he/she reports.
- B. The administrator or supervisor shall participate in the development of his/her performance objectives for the coming year.
- C. The performance objectives established for each administrator or supervisor shall be consistent with the goals and objectives established by the board of education and with the priorities set by the *chief school administrator*.
- D. A diversity of performance objectives among administrators and supervisors shall be encouraged.
- E. The *chief school administrator* shall consult with administrators and supervisors concerning the evaluative criteria which they feel are of greatest significance in the evaluation of administrative personnel, e.g., secretaries are especially important to good community relations. *Inappropriate responses* when answering the telephone *can cause issues and reflect negatively on the administrator*. Administrators may *also* be judged by the training or lack of training exhibited by secretaries.

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**Legal Reference:** N.J.A.C. 6:8-3.3(b) Principals