

CODIFICATION REFERENCE NUMBER: M1240

DATE: June 1, 2010

EVALUATION OF THE SUPERINTENDENT

JOB GOAL: To inspire, lead, guide and direct every member of the administrative, instructional and supportive services team in setting and achieving the highest standards of excellence, so that each student enrolled in our district may be provided with an effective and personally rewarding education. Further, to oversee and administer the use of all district facilities, property and funds with maximum efficiency, minimum waste and ever-present concern for their impact upon each individual student's education.

SCOPE OF RESPONSIBILITY: The management responsibilities of the Superintendent shall extend to all activities of the district, to all phases of the educational program, to all aspects of the financial operation, to all parts of the physical plant and to the conduct of such other duties as may be assigned by the Board. The Superintendent may delegate these duties together with appropriate authority, but may not delegate nor relinquish ultimate responsibility for results or any portion of accountability.

Standard # 1: <u>General Responsibilities</u> The superintendent is the educational leader who promotes the success of all students by maintaining a focus on professional, legal and policy obligations to ensure smooth operation of the district.	Commendable	Meets Expectations	Needs Improvement	Unsatisfactory	Not Observed
1. Improves the quality of educational programs and services to students.					
2. Recommends policies for Board adoption and implements the adopted policies.					
3. Fulfills all statutory obligations and implements the Education Law of the State of NJ and the Administrative Code of the NJ DOE.					
4. Provides leadership in identification of priorities and assure that all activities reflect those Board established priorities.					
5. Prepares and recommends short and long-range plans for Board approval and implements those plans when approved.					

Comments and Examples:

Standard #2: <u>Instructional Leadership:</u> The superintendent is the educational leader who promotes the success of all students by advocating, nurturing and sustaining a culture and instructional program conducive to student learning and staff professional development.	Commendable	Meets Expectations	Needs Improvement	Unsatisfactory	Not Observed
1. Directs and supervises the administrative staff to assure that the goals of the school system are adequately reflected in its educational program and operations.					
2. Recommends for Board adoption curricula, courses, textbooks and the five-year curriculum renewal schedule.					
3. Encourages staff to develop programs, services and projects focused on improving student achievement.					
4. Recommends and implements the district's professional development plan.					
5. Provides for an annual assessment of student needs and achievement. Initiates program changes to address identified needs.					
6. Develops guidelines and directions for monitoring the effectiveness of existing and new programs.					

Comments and Examples:

Standard #3 Personnel Administration: The superintendent is the educational leader who promotes the success of all students by providing oversight for a comprehensive human resources program (recruitment, retention, staffing, organization, staff recognition, support and compensation and benefits) tied to defined district goals and targets.	Commendable	Meets Expectations	Needs Improvement	Unsatisfactory	Not Observed
1. Provides direction and supervision in the development and implementation of sound personnel practices, including clearly defined roles, duties, responsibilities and current job descriptions.					
2. Develops recruitment procedures to assure well-qualified applicants for all positions and recommend appointments to the Board.					
3. Provides direction and acts as resource in negotiations Supervises administration of collective bargaining agreements.					
4. Assures that all staff is evaluated annually in accordance with established procedures.					
5. Recommends professional employees for contract renewal and/or tenure appointment in a timely manner.					
6. (*BT) Recommends organizational structure that best serves the district. (e.g. shifts personnel resources appropriately; has plan in place for succession, identifies the best candidates for administrative positions.)					

Comments and Examples:

Standard #4: <u>Financial Management:</u> The superintendent is the educational leader who promotes the success of all students by managing the budget development, implementation and monitoring process that reflects sound fiscal practices and supports district goals.	Commendable	Meets Expectations	Needs Improvement	Unsatisfactory	Not Observed
1. Provides direction to and supervision of school business functions. Ensures implementation of sound business practices.					
2. Initiates and supervises development of the annual budget, including parameter setting with the Board based upon district goals.					
3. Assures that the district has long-range financial and facility improvement plans, which are updated annually.					
4. Oversees school facility management to provide safe, and appropriate buildings, with emphasis on preventative maintenance and custodial care.					
5. Assures funds are spent appropriately by providing adequate controls and accounting of the district's financial and physical resources.					
6. (*BT – This Year) Managed referendum and associated projects effectively.					

Comments and Examples:

Standard # 5 Chief Executive Officer The superintendent is the educational leader who promotes the success of all students by modeling appropriate administrative behavior, promoting a climate of mutual respect and trust, and establishing a professional working relationship with the Board of Education.	Commendable	Meets Expectations	Needs Improvement	Unsatisfactory	Not Observed
1. Attends all regular and special meetings of the Board, and participates in a professional leadership role. Designate an administrative staff member to serve in his/her absence, when appropriate.					
2. Prepares, in conjunction with the Board President, agenda recommendations for all matters requiring Board action.					
3. Provides information, advice and counsel to the Board on matters before it.					
4. Demonstrates professionalism by acting with integrity, fairness and in an ethical manner.					
5. Anticipates potential problems and recommends policies or solutions.					
6. Keeps Board informed regarding developments in other districts or at State and national levels that would be helpful to the district.					
7. (*BT) Responsive to board member questions and requests for information.					
8. (*BT) Provides administrative staff support to board committees.					

Comments and Examples:

Standard #6 <u>School/Community Relations</u>: The superintendent is the educational leader who promotes the success of all students by collaborating with families, community members, social agencies and the media in order to respond to diverse community interests and needs and in order to mobilize community resources.	Commendable	Meets Expectations	Needs Improvement	Unsatisfactory	Not Observed
1. Communicates with the community by explaining programs and services, reporting plans, events and activities of interest.					
2. Maintains contact and good relations with local media.					
3. Assures that district interests will be represented in meetings and activities of municipal and other governmental agencies.					
4. Creates opportunities for residents to express their views regarding school-related matters.					
5. Represents the school system and its interests in community organizations, activities and projects.					
6. (*BT) Initiates and provides administrative support to district task forces as necessary.					

Comments and Examples:

Overall Consideration of Standards - points identified through this portion of the evaluation may provide assistance in the preparation of the summary evaluation document

Of the standards listed above, which is the superintendent's greatest strength? How does this strength directly contribute to attainment of the district goals and increase student achievement?

In support of continued improvement in student achievement, which standard do you think deserves the superintendent's increased focus and attention?

What assistance should the board provide to enhance the superintendent's strengths and promote the achievement of the district goals?