

POLICY

1999

4240

Administration

SUBJECT: EVALUATION OF THE SUPERINTENDENT AND OTHER ADMINISTRATIVE STAFF

Superintendent

The Board of Education shall conduct annually a formal performance evaluation of the Superintendent. The formal procedures used to complete the evaluation are to be filed in the District Office, and to be made available for review by any individual, no later than August first of each year.

The formal performance procedures shall include written criteria, a description of the review procedures, provisions for post-conferencing, and methods used to record results of the evaluation. The Superintendent shall be granted the opportunity to respond to the evaluation in writing.

Purpose

Through evaluation of the Superintendent, the Board of Education will strive to accomplish the following:

- a) Clarify for the Superintendent his/her role in the school system as determined by the Board.
- b) Clarify for all Board members the role of the Superintendent as outlined in the job description and as determined by the District's goals established by the Board of Education.
- c) Develop harmonious working relationship between the Board and the Superintendent.
- d) Promote the professional improvement and growth of the Superintendent.

Evaluation of Administrative Staff

The Board shall direct the Superintendent to conduct an annual evaluation of all administrative personnel.

The purposes of this evaluation are:

- a) To determine the adequacy of administrative staffing;
- b) To improve administrative effectiveness;
- c) To encourage and promote self-evaluation by administrative personnel;
- d) To provide a basis for evaluative judgments by the Superintendent and the Board;
- e) To make decisions about continued employment with the District.

8 New York Code of Rules and Regulations
(NYCRR) Section 100.2(o)

Adopted: 6/16/99