

POLICY**2130 ADMINISTRATIVE STAFF****Definitions**

“Administrator” means an employee of this school district who holds a position that:

1. Requires certification with the endorsement of school administrator, principal, or School Business Administrator;
2. Requires certification with the endorsement of supervisor and is responsible for making recommendations regarding hiring or the purchase or acquisition of any property or services by the local school district;
3. Does not require certification but is responsible for making recommendations regarding hiring or the purchase or acquisition of any property or services by the local school district.

“Business” means any corporation, partnership, firms, enterprise, franchise, association, trust, sole proprietorship, union, political organization, or other legal entity but does not include a school district or other public entity.

“Interest” means the ownership of or control of more than ten percent of the profits, assets, or stock of a business but does not include the control of assets in a labor union.

“Immediate family” means the person to whom the administrator is legally married and any dependent child of the administrator residing in the same household.

Code of Ethics

No administrator or member of his or her immediate family shall have an interest in a business organization or engage in any business, transaction, or professional activity that is in substantial conflict with the proper discharge of his or her duties in the public interest.

No administrator shall use or attempt to use his or her official position to secure unwarranted privileges, advantages, or employment for his or herself, a member of his or her immediate family, or any other person.

No administrator shall act in his or her official capacity in any matter where he or she, a member of his or her immediate family, or a business organization in which he or she has an interest, has a direct or indirect financial or personal involvement that might reasonably be expected to impair his or her independence of judgment in the exercise of official duties.

No administrator shall undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his or her independence of judgment in the exercise of official duties.

POLICY

No administrator or member of his or her immediate family or business organization in which he or she has an interest shall solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing him or her, directly or indirectly, in the discharge of his or her official duties.

No administrator shall accept offers of meals, entertainment, or hospitality which are limited to the clients/customers of the individual providing such hospitality. Administrators may attend hospitality suites or receptions at conferences only when they are open to all attending the conference.

No administrator shall use, or allow to be used, his or her public office or any information not generally available to the members of the public which he or she receives or acquires in the course of and by reason of his or her office, for the purpose of securing financial gain for him or herself, any member of his or her immediate family, or any business organization with which he or she is associated.

No administrator or business organization in which he or she has an interest shall represent any person or party other than the Board of Education or this school district in connection with any cause, proceeding, application or other matter pending before this school district or in any proceeding involving this school district, except that this provision shall not be deemed to prohibit representation within the context of official labor union or similar representational responsibilities.

Nothing shall prohibit an administrator or members of his or her immediate family from representing him or herself or themselves in negotiations or proceedings concerning his or her or their own interests.

Each administrator shall annually, in accordance with law, file with the Commissioner a report regarding potential conflicts of interest and with the School Ethics Commission a financial disclosure statement.

Evaluation of the School Business Administrator

The Superintendent will evaluate the performance of the School Business Administrator, tenured or non-tenured, in order to assist both the Board and the School Business Administrator in the proper discharge of their responsibilities and to provide the district with efficient and effective services.

The evaluation of the School Business Administrator will consist of an assessment, by the Superintendent, of the School Business Administrator's performance of the duties specified in the job description approved by the Board. Reference will be made to the report of the auditor. The Superintendent may, in his/her discretion, consult with staff members assigned to work with the School Business Administrator.

POLICY

The Board and the Superintendent will annually establish procedures for the evaluation of the School Business Administrator. Such procedures may include, but need not be limited to, an informal conference with the School Business Administrator for the purpose of discussing his or her job performance, a written evaluation report to which the School Business Administrator may add comments, and the establishment of a written plan for performance improvement and growth. The School Business Administrator will be evaluated by the Superintendent no later than April 30th.

A non-tenured School Business Administrator/Board Secretary will be evaluated three times per year prior to April 30th. A tenured School Business Administrator/Board Secretary will be evaluated one per year prior to April 30th.

Evaluation of the Board Secretary

The Board of Education will evaluate the performance of the Board Secretary in order to assist both the Board and the Board Secretary in the proper discharge of their responsibilities and to provide the district with efficient and effective services.

The evaluation of the Board Secretary will consist of an assessment, by members of the Board, of the Board Secretary's performance of the duties specified in the job description approved by the Board. Reference will be made to the report of the auditor. The Board may, in its discretion, consult with staff members assigned to work with the Board Secretary.

The Board will annually establish procedures for the evaluation of the Board Secretary. Such procedures may include, but need not be limited to, an informal Board conference with the Board Secretary for the purpose of discussing his or her job performance, a written evaluation report to which the Board Secretary may add comments, and the establishment of a written plan for performance improvement and growth. The Board Secretary will be evaluated by the Superintendent no later than April 30th.

Evaluation of Administrators

The Board of Education recognizes that the continuing evaluation of administrators is essential to the achievement of the educational goals of this district. In order to ensure the greatest benefit to the district of a program of administrator evaluation, the Board shall provide adequate resources for supervision and professional development, time for the proper conduct of evaluations, and time for in-service training to encourage improvement in job performance.

The Superintendent will develop, in consultation with administrators, job descriptions for each administrative position. Such job descriptions will state in concise form the program objectives and major responsibilities of the position and will include evaluation criteria that evolve logically from those objectives and responsibilities. The Superintendent shall provide each administrator, no later than October 1 a copy of this policy and the job description and evaluation criteria of his or her

POLICY

position; any amendments made subsequently will be distributed no later than ten days after their adoption.

The Superintendent shall report to the Board on the effectiveness of the evaluation system and shall recommend such changes in the system as may be required to increase its effectiveness.

Tenured Administrators

Tenured administrators shall be evaluated in order to promote their professional excellence and improve their skills, to enhance pupil learning and growth, and to provide a basis for the review of administrative performance.

Each tenured administrator, except the Superintendent, shall be evaluated annually by appropriately certified and trained administrators or supervisors. The Superintendent shall, in consultation with administrators, develop procedures for the evaluation of tenured administrators that include, as a minimum:

1. The collection and reporting of evaluation data appropriate to the job description and evaluation criteria, including observations of the administrator's performance;
2. Observation conferences between the administrator and the evaluating supervisor;
3. The preparation of individual professional improvement plans;
4. The preparation by the supervisor of an annual written performance report that includes the administrator's performance areas of strength and weakness, and individual professional improvement plan developed by the supervisor and the administrator, 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 individual administrator, and provision for entry into the record by the administrator, within ten working days after the signing of the report, of performance data not included by the supervisor; and
5. The conduct of an annual summary conference between the administrator and the evaluating supervisor, which will be held before the written performance report is filed and will include a review of the administrator's performance and progress toward the objectives set by the individual professional improvement plan developed at the previous annual conference, review of available indicators of pupil progress and growth toward the program objectives, and a review of the written performance report and the signing of the report within ten working days of the review.

POLICY

Non-tenured Administrators

Non-tenured administrators shall be evaluated for the purpose of identifying and correcting deficiencies, improving professional competence, establishing a means for determining reemployment, and improving the quality of the educational program of this district.

The evaluation of non-tenured administrators shall be conducted by appropriately certified supervisors and shall include, as a minimum:

1. The observation of the administration the performance of duties not less than three times in each school year and not less than once in each semester;
2. The conduct of a conference between the non-tenured administrator and the evaluating supervisor no later than fifteen working days after each such observation; and
3. The preparation of a written evaluation report of the non-tenured administrator's total performance, which shall be signed and retained by both parties to the conference and may be augmented by the written disclaimer of the non-tenured administrator, provided that such disclaimer is submitted no later than ten working days after the conference.

The Superintendent shall provide each non-tenured administrator with a copy of this policy on his or her appointment.

Legal Reference:

N.J.S.A. 18A:27-3.1 et seq.
N.J.A.C. 6:3-4.1; 6:3-4.3
N.J.S.A. 18A:12-21; 18A:12-22; 18A:12-23;
18A:12-24; 18A:12-25; 18A:12-26;
18A:12-27; 18A:12-28; 18A:12-29;
18A:12-30; 18A:12-31; 18A:12-32;
18A:12-33; 18A:12-34

School Ethics Policy Guideline 1

First Reading: February 25, 2010

Second Reading: March 31, 2010

Adopted: March 31, 2010