

Administration

Evaluation of Superintendent

It is the responsibility of the Board of Education to maintain and improve the quality of administration and instruction in the public school system. In this regard, the Board will formally evaluate the Superintendent each year in accordance with guidelines and criteria mutually determined and agreed to by the Board and the Superintendent.

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

1. Clarify for the Superintendent his/her role in the school system as seen by the Board.
2. Clarify for all Board members the role of the Superintendent in light of his/her job description and the immediate priorities among the responsibilities agreed upon by the Board and the Superintendent.
3. Board of Education members will make every effort to participate in the Superintendent evaluation process, including being present at the annual evaluation meeting. Only Board of Education members who attend the annual evaluation meeting can participate in the evaluation process.
4. Develop harmonious working relationships between the Board and the Superintendent.
5. Provide effective administrative leadership for the school system.

(cf. 4115 – Evaluation)

Legal Reference: Connecticut General Statutes

10-151b Evaluation by superintendents of certain education personnel.
(amended by PA 04-137, An Act Concerning Teachers' Evaluations and
P.A. 12-116 An Act Concerning Educational Reform)

Policy adopted: March 1, 2007
Policy revised: December 6, 2012
Policy revised:

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut

Administration

Evaluation of Administrators

Evaluations of certified staff below the rank of Superintendent shall be conducted in accordance with the guidelines adopted by the State Board of Education under Connecticut General Statutes 10-151b, as amended and such other guidelines as are mutually agreed upon by the Board and the “teachers’ and administrators’ representative” under the Teacher Negotiations Act. Further, claims of failure to follow such guidelines shall be subject to the grievance procedure in collective bargaining agreements negotiated subsequent to July 1, 2004.

Administrators will be evaluated annually. The annual evaluation will consist of one of three parts:

- A. Development, implementation and evaluation of annual performance objectives.
- B. Professional growth.
- C. Appraisal of fulfillment of responsibilities contained within applicable job description.

Performance objectives for administrators will contain the following minimum essentials:

- A. Procedures for achieving the district's goals and objectives.
- B. A statement of specific local, division, school or department objectives and procedures for achieving those objectives.
- C. Appraisal.
- D. Procedures for involving staff members in instructional decision making (where applicable).
- E. Procedures for involvement of the community in division, school, or department activities and decisions related to the division, school or department program (where applicable).
- F. Procedures for program improvement, monitoring and evaluation (where applicable).

Conferences will be scheduled with the Superintendent or designee in June or July each year to discuss and evaluate the preceding year's job performance and personal growth plans; to discuss tentative and final job performance and personal growth plans for the succeeding year; and to discuss and sign the Superintendent's or designee's written evaluation summary. The Superintendent may invite members of the Superintendent's administrative team to assist in reviewing and evaluating the job performance plan.

The annual evaluation will be placed in the administrator's permanent personnel file.

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March 1, 2007

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