

# **Policy** Glen Ridge Board of Education

## **1330 EVALUATION OF SCHOOL BUSINESS ADMINISTRATOR**

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

The Superintendent shall evaluate the School Business Administrator/Board Secretary in his or her functions as School Business Administrator/Board Secretary in order to insure the effective operation of the district's financial responsibilities.

The evaluation of the School Business Administrator/Board Secretary will consist of an assessment, by the Superintendent, of the School Business Administrator/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 Superintendent may, in his/her discretion, consult with staff members assigned to work with the School Business Administrator/Board Secretary.

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

Adopted: 25 November 2002