

PERSONNEL  
EVALUATION/SUPERVISION

Performance Appraisal

The New Jersey School Boards Association believes that membership service is its fundamental goal. It recognizes that providing such service takes a dedicated and productive staff. Therefore, it considers an effective performance appraisal system an important part of the overall management of the Association.

In order to assure high quality performance that will support advancement of the Association's goal of service, a continuous program of employee supervision and evaluation shall be implemented. The purposes of this performance appraisal shall be to improve professional and support job competencies, to recognize achievements and identify individual needs, to extend assistance where required, and to provide a basis for recommendations regarding employment, salaries, and promotions. Unsatisfactory performers shall not receive a performance salary increase.

Authority: BD 9/94  
BD 5/02

Use of Performance Appraisals

Employee performance appraisal shall be used for internal Association purposes only. For purposes of this section "internal Association purposes" shall mean the Executive Director or the Executive Director's designee or the Executive Committee as a body. Performance appraisals shall not be released to any individual or organization unless such release is authorized by the employee in writing.

Authority: BD 5/78  
BD 10/00

Cross Filed: GO/4112.6

Evaluation of Executive Director

The Executive Committee shall evaluate the job performance of the Executive Director annually, and recommend his/her increase on the basis of the evaluation.

The evaluation instrument will assess the Executive Director's effectiveness in:

- A. Pursuit and accomplishment of stated long and shortrange goals of the Association, including services to members.

**N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N**

**GOVERNANCE & OPERATIONS**

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- B. Efficient management of staff and financial resources of the Association.
- C. Cooperation with the governing bodies of the Association.

Evaluation of Executive Director (continued)

During the evaluation process, the Executive Committee shall give fair consideration to circumstances impeding accomplishment.

Authority: BD 11/77

See Also: GO/4140.1