

POSITIONS AND POLICIES ON EDUCATION

Concepts and Roles in Administration

FILE CODE

2000

Responsibilities of the Board of Education

- A. **The NJSBA believes** that the primary focus of the local school district must be the advancement of academic achievement for all students and that effective governance by a local board of education, working in concert with its chief school administrator, is essential to ensuring educational opportunity and growth.
- B. **The NJSBA believes** that two of the local school board's most significant governance functions are hiring the chief school administrator and the annual reviewing of the performance of the chief school administrator in implementing the district's educational goals, vision, and direction.
- C. **The NJSBA believes** the board of education should annually review the performance of the board secretary concerning the functions where he/she directly reports to the board. *[Authority: DA 11/03-ER(A), DA 5/01-SR, DA 5/06-SR, DA 5/11-SR, DA 12/16-SR, DA 5/17-CR (Task Force on Student Achievement)]*

Leadership Effectiveness of Superintendents and Principals

The NJSBA believes that principals and superintendents must play a crucial leadership role in developing school and community support and school boards must provide them with professional development and other support required to carry out their leadership role effectively. *[Authority: DA 12/83-1, DA 5/01-SR, DA 5/06-SR, DA 5/11-SR, DA 12/16-SR]*

The Position of Chief School Administrator

- A. **The NJSBA believes** that the chief school administrator is critical in implementing the educational goals, vision and direction of the school board and the community and as overseer of the instructional and non-instructional aspects of the district, and in support of this responsibility, the chief school administrator should have the authority to recommend for hire to the board of education all employees. *[Authority: DA 11/03-ER(A)]*
- B. **The NJSBA believes** that the employment and evaluation of the chief school administrator is the central role of the local board of education and that the relationship between the board of education and the chief school administrator must be marked by understanding of, and mutual respect for, their respective and distinct policy-setting and managerial responsibilities.
- C. **The NJSBA believes** that swift, accurate communication between board members and the superintendent is crucial. *[Authority: DA 5/76-CR Policy Advisory]*
- D. **The NJSBA believes** the chief school administrator should report to the board of education on a monthly basis all personnel decisions and include a report attesting to compliance with the district's policy on personnel decisions. *[Authority: DA 11/03-ER(A), DA 5/01-SR, DA 5/06-SR, DA 5/11-SR, DA 12/16-SR]*

Retention and Support of the Chief School Administrator

- A. **The NJSBA believes** that the terms and conditions of employment of the chief school administrator should be established by contract, and should provide for the following:
 - 1. Defined goals and objectives agreed to by the local school board and the chief school administrator, including goal and objectives to address student achievement in the school district, against which the chief school administrator will be evaluated annually;

2. Additional criteria, including demonstration of leadership skills, upon which the chief school administrator's performance will be evaluated;
 3. Annual evaluation of the performance of the chief school administrator and agreement between the parties of the annual compensation paid to the chief school administrator, including salary and benefits. The annual compensation shall be established by the progress made toward the
 4. achievement of the stated goals and objectives of the school district and any additional criteria agreed to by the parties; and
 5. A provision for termination of the contract by either party, including the term of notice to be provided by the party terminating the contract, reasons for termination of the contract, a statement of the chief school administrator's obligation to mitigate his/her damages and limits on the financial liability of the district. *[Authority: DA 11/03-ER (A), DA 5/01-SR, DA 5/06-SR, DA 5/11-SR]*
- B. **The NJSBA believes** New Jersey's current certification process for chief school administrators as applied to in-state candidates is generally appropriate and valid. The Association also believes that practicing out-of-state chief school administrators should become licensed in New Jersey if they hold a master's degree in any subject area; have at least five years of successful experience as a chief school administrator; receive training in New Jersey school finance and law. Additionally, the NJSBA believes that out-of-state chief school administrators should not be required to take the licensing test required for new, inexperienced administrators, nor should they have to undergo the required residency program. *[Authority: BD 9/99]*
- C. **The NJSBA believes** retired chief school administrators should be permitted to work on a consultant basis for one year – with no requirement to make new pension contributions and without the cessation of payments from the pension plan. *[Authority: BD 9/99]*
- D. **The NJSBA believes** in the establishment of executive skills training programs for school administrators at institutions of higher education or through professional development. *[Authority: BD 9/99]*
- E. **The NJSBA believes** that local school boards and the chief school administrator should (1) identify classroom educators who may have aptitude for administrative positions and (2) encourage these educators to consider taking this career path. *[Authority: BD 9/99]*
- F. **The NJSBA believes** that state support and adequate funding should be provided for pilot programs in New Jersey districts which address the organizational and managerial factors associated with effective schools, including models of shared leadership to allow staff to take on new roles in administration, enhance recruitment opportunities and promote creative strategies to share leadership. *[Authority: BD 9/99, DA 11/03-ER(A)]*
- G. **The NJSBA believes** that the board that learns of a vacancy in the position of the chief school administrator should have the authority to hire the new chief school administrator. *[Authority: BD 11/03-ER(A)]*
- H. **The NJSBA believes** that reducing the time within which a board must give notice of non-renewal of the CSA contract is in the best interest of districts. *[Authority: DA 11/03-3, DA 5/01-SR, DA 5/06-SR, DA 5/11-SR, DA 12/16-SR]*

Chief School Administrator Salary Caps

The NJSBA believes that hiring the chief school administrator is one of the most critical board responsibilities and that the authority to select the most appropriate and suitable candidate should continue to rest with the local board of education. *[Authority: DA 5/13-2, DA 12/16-SR]*

Shared Superintendent

The NJSBA believes that a local board of education should have the legal authority to enter into a shared superintendent arrangement with another board of education on a limited, short-term basis when unforeseen or emergent circumstances give rise to a temporary vacancy at the chief school administrator position. *[DA 5/17-1]*

Cross References: 2130 Administrative staff
4111 Recruitment, selection, hiring

Key Words: chief school administrator, superintendent, principal