

POLICY

BOARD OF EDUCATION FRANKLIN BOROUGH

ADMINISTRATION

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Evaluation of School Business Administrator/Board Secretary
Jan 89

The Superintendent shall evaluate the performance of the Business Administrator/Board Secretary, tenured or nontenured, 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 and the Board Secretary 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.

Date Adopted: 1/16/89