

POLICY

SOMERSET COUNTY
BOARD OF EDUCATION

Date Submitted: February 16, 1999 Date Reviewed: May 16, 2006 December 15, 2009 October 21, 2014	Number: 200-7
Subject: Central Office Professional Staff Evaluation	Date Approved: March 16, 1999 January 19, 2010 November 18, 2014 Date Effective: July 1, 1999 June 20, 2006 January 19, 2010 November 18, 2014

1. **PURPOSE**

The purpose of this policy is to describe evaluation procedures for the central office professional staff.

2. **APPLICATION**

- A. As administered by the Superintendent—The Superintendent will annually or more often at the discretion of the Superintendent conduct formal evaluations of the Assistant Superintendent(s).
- B. As administered by the Assistant Superintendent—The Assistant Superintendent(s) will annually conduct formal evaluations of Supervisors and Coordinators of Instruction and Administration.

4. **PROCESS AND TOOL**

- A. Central Office Professional Staff are expected to set, monitor and measure progress on three approved goals as a part of their evaluation which the Superintendent approves.
- B. The process and tool will be reviewed and revised appropriately every three years.