

### **ADMINISTRATORS IN GENERAL**

The Superintendent shall provide for preparation and maintenance of job descriptions for all administrative personnel according to acceptable personnel practice. Prior to creating a new position, the Board will approve a statement of job requirements prepared by the Superintendent in the following format:

- A. Applicant's required qualifications and experience;
- B. Supervisor to whom the individual reports;
- C. Job goal; and
- D. Performance responsibilities.

Such job descriptions shall be kept in an orderly fashion in a separate manual.

Tenured administrators shall be evaluated at least once annually and nontenured administrators shall be evaluated at least twice a year by procedures described in the negotiated agreement between the Holmdel Township Board of Education and the Holmdel Township Administrators Association.

**Source:** Regular Board Meeting

**Date:** August 20, 1986

**Revised:** July 19, 1995

**Legal References:**

<u>N.J.S.A.</u>	18A:17-14.1	
	through -14.3	School business administrator
<u>N.J.A.C.</u>	6:3-1.19	Supervision of instruction
<u>N.J.A.C.</u>	6:11-3.6	Assignment of titles

