

CONCEPTS AND ROLES IN PERSONNEL

The Holmdel Township Board of Education shall maintain a sufficient number of positions to provide for the specific educational needs of the pupils in the district's programs. Only the Board can create a new position or appoint a person to an existing position; specify the number of employees in each category; fix the initial salary for new positions and new employees; and determine the duties of any such position in order to meet the needs of a changing school population, implement newly designed courses and activities for the pupils of the district and administer the district in a thorough and efficient manner.

Before any new position is established, the Superintendent shall present for the Board's approval a job description for the position which specifies qualifications, performance responsibilities, and the method by which the performance of these responsibilities will be evaluated.

The Superintendent shall recommend candidates for appointment by the Board.

The Board directs the Superintendent to maintain a comprehensive and timely collection of job descriptions for all professional staff and support positions.

The Superintendent shall be responsible for the supervision and evaluation of all professional and support staff.

Source: Regular Board Meeting

Date: August 20, 1986

Revised: April 1, 1996

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| Legal References: | <u>N.J.S.A.</u> 18A:16-1 | Officers and employees in general Nontenured teaching staff; observation and evaluation; conference; purpose |
| | <u>N.J.S.A.</u> 18A:27-3.1 | |
| | <u>N.J.S.A.</u> 18A:27-4 | Power of boards of education to make rules governing employment |
| | <u>N.J.A.C.</u> 6:3-1.19 | Supervision of instruction; observation and evaluation of nontenured teaching staff members |
| | <u>N.J.A.C.</u> 6:8-4.3(a-e) | Staffing |



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File Code: 4000

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|-------------------|--------|---|
| Cross References: | 4111 | Recruitment, selection and hiring |
| | 4116 | Evaluation |
| | 4117.4 | Personnel reduction/abolishing a position |
| | 4211 | Recruitment, selection and hiring |
| | 4216 | Evaluation |
| | 4217.4 | Layoff/rehire |