

# **LEVITTOWN UNION FREE SCHOOL DISTRICT    Policy 4240**

## **EVALUATION OF THE SUPERINTENDENT OF SCHOOLS AND OTHER ADMINISTRATIVE STAFF**

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### **Superintendent of Schools**

The Board of Education shall conduct annually a formal performance evaluation of the Superintendent of Schools. The formal procedures used to complete the evaluation are to be filed in the District Office, and to be made available for review by any individual, no later than September 10 of each year.

The formal performance procedures shall include written criteria, a description of the review procedures, provisions for post-conferencing, and methods used to record results of the evaluation. The Superintendent of Schools shall be granted the opportunity to respond to the evaluation in writing.

A copy of this policy shall be provided to the Board of Education President at the annual organizational meeting of the School District.

### **Evaluation of Administrative Staff**

The Board shall direct the Superintendent of Schools to conduct an evaluation of all administrative personnel.

The purposes of this evaluation are:

1. To determine the adequacy of administrative staffing;
2. To improve administrative effectiveness;
3. To encourage and promote self-evaluation by administrative personnel;
4. To provide a basis for evaluative judgments by the Superintendent and the Board;
5. To make decisions about continued employment with the School District.

8 New York Code of Rules and Regulations (NYCRR) Section 100.2(o)(2)(v)

**Re-Adopted: April 22, 2026**