

EVALUATION

The Township of Union Board of Education believes that the effective evaluation of teaching staff is essential to the achievement of the educational goals of the Union Public Schools, including student achievement of the Core Curriculum Content Standards. The purpose of this evaluation shall be to promote professional excellence and improve the skills of teaching staff members; improve student learning and growth; and provide a basis for the review of staff performance.

The board encourages a positive working environment in which the professional growth that results from staff participation in the evaluation process is considered of major importance. Therefore, the administration shall develop evaluation instruments flexible enough to identify the needs, strengths, and improvement objectives of each staff member.

There shall be job descriptions for each teaching staff member position and evaluation criteria for said positions based directly upon the job description. The job description shall be concise, stating major responsibilities as briefly as possible. Job descriptions are mandated for all certificated positions. All job descriptions shall be presented to the board for approval.

All teaching staff members shall be evaluated against criteria that evolve logically from the instructional priorities and program objectives of each staff member as specified in the job description for his/her position.

Criteria must include but need not be limited to consideration of student progress; instructional skills; subject knowledge; professional conduct and growth; human relations skills; classroom management skills. These criteria shall also apply to requirements for continuing education and shall be incorporated into each teacher's professional development plan. The individual professional development plans (PDP) shall be aligned to professional development standards for teachers.

Tenured teaching staff members shall, at a minimum, be observed and evaluated once each year by properly certified administrators/supervisors. Non-tenured teaching staff members shall be observed and evaluated a minimum of three (3) times each year by properly certified district administrators/supervisors, in accordance with N.J.A.C. 6A:32-4 et seq., as amended and supplemented.

Teachers shall be observed for purposes of evaluation for one (1) full class period (high school and middle school) the length of one (1) subject matter instruction (elementary).

The evaluation procedures shall provide continuous, constructive, cooperative interaction and communication between the teaching staff member and his/her supervisor/evaluator, thus ensuring a valid basis for performance review. All procedures for the evaluation of teaching staff members shall be in compliance with law and regulation, as amended and supplemented.

All evaluative procedures shall include review of each teacher's progress toward achievement of the state-required goal of one hundred (100) clock hours of professional development every five (5) years. Evaluative procedures shall recognize that the purpose of this goal is to assist teaching staff in obtaining and maintaining the knowledge and skills essential to student achievement of the state's Core Curriculum Content Standards. In any instance where an individual teacher fails to make annual progress toward meeting the 100-hour requirement, or where a professional fails to satisfy the requirement fully within the five-year period, the district administration shall take appropriate remedial action, applying sound and accepted principles of progressive supervision as well as by using existing laws and rules to the fullest extent.

EVALUATION (continued)

The Superintendent of Schools shall provide each teaching staff member with a copy of this policy statement, and a copy of the district's evaluation instrument annually by October 1, and shall distribute any amendments to those documents within ten (10) working days of their becoming effective. Evaluations shall be completed before **April 30th** in compliance with law.

The Superintendent of Schools shall report on the effectiveness of the evaluation system and shall recommend means to improve it whenever desirable.

The Superintendent of Schools shall, in the implementation of this policy, develop procedures in consultation with teaching staff members for:

- A. The collection and reporting of data which are appropriate to the job description and minimally include the observation of classroom instruction;
- B. Observation conferences between the teaching staff member and the supervisor; the preparation of a written evaluation for each of the three observations of non-tenured staff members; and an evaluation for each observation of a tenured staff member;
- C. The preparation of individual professional improvement plans;
- D. The preparation by the administrator/supervisor of an annual written performance report which shall include the annual evaluation of the teacher, an individual professional improvement plan developed by the staff member and the administrator/supervisor, and a summary of the results of the formal and informal assessment of his/her pupils along with a statement of how these indicators related to the effectiveness of the overall program and the performance of the staff member;
- E. The conduct of the annual summary conference;
- F. The signing of the annual written performance report by the properly certified administrator/supervisor and the staff member.

All such procedures shall conform to law.

Adopted: June 1999
 Revised: September 14, 2010
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Readopted: September 2013

Key Words

Evaluation, Teacher Evaluation, Personnel Evaluation

Legal References: N.J.S.A. 18A:4-15 General rule-making power
N.J.S.A. 18A:4-16 Incidental powers conferred
N.J.S.A. 18A:6-10 et seq. Dismissal and reduction in compensation of persons under tenure in public school system
N.J.S.A. 18A:27-3.1 through -3.3 Non-tenured teaching staff; observation and evaluation; conference; purpose
N.J.S.A. 18A:27-10 et seq. Nontenured teaching staff member; offer of employment for

EVALUATION (continued)

	next succeeding year or notice of termination before May 15
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u> 18A:29-14	Withholding increments; causes; notice of appeals
<u>N.J.A.C.</u> 6:30-2.1(a)8	Purpose and program descriptions
<u>N.J.A.C.</u> 6A:9-15.1 <u>et seq.</u>	Required Professional Development for Teachers
<u>N.J.A.C.</u> 6A:32-4.1(e) (f)	Employment of teaching staff
<u>N.J.A.C.</u> 6A:32-4.4	Evaluation of tenured teaching staff members
<u>N.J.A.C.</u> 6A:32-4.5	Evaluation of nontenured teaching staff members
<u>N.J.A.C.</u> 6A:32-4.6	

Procedure for appearance of nontenured teaching staff members before a district board of education upon receipt of a notice of nonreemployment

N.J.A.C. 6A:32-5.1 et seq. Standards for determining seniority

Lacey Township Bd. of Ed. v. Lacey Township Education Association, 130 N.J. 312 (1992), affg 259 N.J. Super. 397 (App. Div. 1991)

Possible

Cross References:

2130	Administrative staff
*2131	Superintendent
4000	Concepts and roles in personnel
4010	Goals and objectives
*4112.6	Personnel records
*4115	Supervision
*4117.41	Nonrenewal
*4131/4131.1	Staff development; inservice education/visitations/conferences
*4215	Supervision
*4216	Evaluation
*6143.1	Lesson plans
*6200	Adult/community education

*Indicates policy is included in the Critical Policy Reference Manual.