

EVALUATION OF SCHEDULE B STAFF

The Holmdel Township Board of Education believes that the effective evaluation of Schedule B staff is essential to the achievement of the educational goals of this district. The purpose of this evaluation shall be to promote professional excellence and enhance the skills of Schedule B staff members; improve pupil learning and growth; and provide a basis for the review of staff performance.

The Superintendent shall develop, with input from staff members, job descriptions for each Schedule B staff member position and evaluation instruments for said positions based directly upon the job description. All job descriptions shall be presented to the Board for approval.

All Schedule B staff members shall be evaluated against criteria which evolve logically from the job goal(s) and performance responsibilities of each staff member as specified in the job description for his/her position. Criteria for evaluation must include a review of the staff member's performance in areas of major responsibilities (as per job description), such as instructional leadership, student management, professional development, and school/community relations.

Schedule B staff members shall be evaluated a minimum of once each year at the conclusion of the sport/activity by properly certified persons.

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

In order to ensure the greatest benefit to the district from this program of evaluation, the Board shall provide leadership, adequate resources for supervision and professional development, inservice training to ensure that qualitative improvements occur as a consequence of staff evaluation and, additionally, properly certified staff to conduct observations and evaluations.

The Superintendent shall ensure that copies of the job description and the evaluation form along with a contract are provided to each Schedule B staff member at the time of his/her appointment. Annually, the Board's policy on Evaluation of Schedule B Staff will be disseminated to all faculty.



EVALUATION (Cont.)

File Code: 4116.1

The Superintendent shall report at least annually to the Board concerning the effectiveness of the evaluation system and shall recommend means to improve it whenever desirable.

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

- A. The collection and reporting of data which are appropriate to the job description;
- B. The preparation of a written evaluation.

All such procedures shall conform to state law and contractual agreement.

Schedule B staff may request to see their personal file relative to present performance. They may not be allowed to see any part of the personnel file that concerns character references, recommendations or other confidential material not related to his/her present performance as determined by the administration.

This policy and related procedures shall be reviewed at least annually, and any necessary revisions shall be made before readoption by the Board.

Source: Regular Public Meeting

Date: February 9, 1995

Legal References:	<u>N.J.S.A.</u>	18A:4-15	General rule-making power
	<u>N.J.S.A.</u>	18A:6-10 through -17	Dismissal and reduction in compensation of persons under tenure in public school system . . .
	<u>N.J.S.A.</u>	18A:7A-5g	Major elements; guidelines
	<u>N.J.S.A.</u>	18A:27-3.1 through -3.3	Nontenured teaching staff; observation and evaluation; conferences; purpose. . .
	<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>	6:3-4.1	Supervision of instruction; observation and evaluation of nontenured teaching staff
	<u>N.J.A.C.</u>	6:3-4.3 members	Evaluation of tenured teaching staff
	<u>N.J.A.C.</u>	6:8-4.8	Teaching staff and professional development
	<u>N.J.A.C.</u>	6:30-2.1(a)8	Purpose and program descriptions (Adult Education programs)

Manual for the Evaluation of Local School Districts (June 1993)

Lacey Township Board of Education v. Lacey Township Education Association, 130 N.J. 312 (1992)

Possible

Cross References:

2130	Administrative staff
*2131	Chief school administrator
4000	Concepts and roles in personnel
4010	Goals and objectives
*4112.6	Personnel records
*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.