

Regulation

EVALUATION OF PROFESSIONAL STAFF

A. Purpose

1. To give an opportunity for administrators and teacher to discuss objectively the contributions of a teacher to a school program. It is the hope that from such analysis each teacher may become a better teacher by knowing his/her own weaknesses and strengths.
2. To give an opportunity for the administration to plan a better program of supervisory service and in-service training program.
3. To provide an objective measure by which administrators may make recommendations concerning employment of teachers, granting tenure, and other reports for recommendations to the Board of Education.

B. Guidelines

1. The term "observation" shall be construed to mean a visitation to a classroom by a member of the administrative and supervisory staff of the school district, who holds an appropriate certificate for the supervision of instruction, for the purpose of observing a teacher's performance.
2. Each observation shall be conducted for a minimum of one (1) class period in a secondary school and, in an elementary school for the duration of one (1) complete subject lesson. No observation will be made on the day before a holiday or the week before winter break.
3. The term "observation report" shall be construed to mean a written evaluation prepared by the administrative/supervisory staff member who visits the classroom for the purpose of observing a teaching staff member's performance of the instructional process.
4. The following will be referred to as "teachers" throughout the policy:
Classroom Teachers, Resource Center Teachers, Teachers of Special Subjects, Librarians, Nurses, Guidance Counselors, Athletic Trainers, Student Assistance Counselors and Occupational Therapist.

5. The term “annual written performance report” shall be construed to mean a written evaluation prepared by the administrative/supervisory staff member annually.
6. Each observation will be followed by a post-observation conference between the administrator/supervisory staff member and the teaching staff member within five (5) school days of the formal observation.
 - a. A written observation report will be presented to non-tenured teachers within five (5) school days after a formal observation by an administrator or supervisor and to tenured teachers within ten (10) school days. Both parties will sign the written observation report and retain a copy for his/her record. The teacher shall have the right to submit his/her disclaimer within ten (10) school days of receipt of the written observation report and such disclaimer shall be part of all copies of the written observation report. If the evaluator or the teacher is unavailable due to illness, conference, vacation, personal leave, jury duty, or other factors mandating an employee's absence from school, the day count resumes on the first day of the evaluator's or teacher's return.
 - b. An annual summary conference between the administrative/supervisory staff member and the teaching staff member will be held before the annual written performance report is filed. Both parties will sign the annual written performance report within five (5) school days of the review. Provisions for performance data for tenured teaching staff, which have not been included in the report prepared by the administrator/supervisor, may be entered into the record by the tenured teaching staff member within ten (10) working days after the signing of the report.
7. Each teacher shall have been scheduled for his/her annual summary conference and shall have received said annual written performance report of his/her total performance by May 15.

C. Procedure

1. A copy of the observation form and a copy of the Board's policy on evaluation of teacher performance shall be given to each teacher at the beginning of his/her employment, at which time the purpose and evaluation shall be discussed with and explained by a member of the administrative/supervisory staff. The policy shall be distributed to each tenured teaching staff member no later than October 1. Amendments to the policy shall be distributed within ten (10) working days after adoption.

2. Teacher Observations shall be arranged according to the following schedule:
 - a. New Teachers: At least two (2) times prior to winter recess, and three (3) times prior to April 1st, for a total of five (5).
 - b. Non-tenured Teachers: At least one (1) time prior to winter recess, with two (2) additional times prior to April 1st, for a total of three (3).
 - c. Tenured Teachers: At least one (1) time per year prior to April 1st.
 - d. All teachers will be advised as to whether or not they will be reemployed prior to April 30th.
 - e. Observations shall be spaced at least one (1) week apart.
3. A composite evaluation of the teacher observations and evaluations shall be presented to the Board of Education by the Superintendent along with his/her recommendations prior to the regular April meeting of the Board of Education.
4. It shall be the responsibility of the Superintendent of Schools with the advice of his/her professional staff to use and continuously evaluate an appropriate instrument for the observation and evaluation of professional staff members.

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