

EVALUATION

The Holmdel Township Board of Education believes that the effective evaluation of teaching 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 teaching staff members; improve pupil learning and growth; and provide a basis for the review of staff performance.

The Superintendent shall develop, in consultation with teaching staff members, job descriptions for each teaching staff member position and evaluation criteria for said positions based directly upon the job description. All job descriptions shall be presented to the Board for approval.

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 state law and regulation, as well as contractual agreement.

All teaching staff members shall be evaluated against criteria which evolve logically from the instructional priorities and program objectives of each staff member as specified in the job description for his/her position. Criteria for evaluation must include a synopsis of activities, as well as a review of the teacher's performance in areas of major responsibilities (as per job description), such as instruction, student management, instructional planning, professional development, and school/community relations.

Tenured teaching staff members shall be observed and evaluated by properly certified persons at least one (1) time per year. Each observation shall be followed by a conference between the tenured teaching staff member and his/her supervisor/evaluator.

Non-tenured teaching staff members shall be observed and evaluated at least three (3) times each year by properly certified persons. Each of the three (3) observations required pursuant to N.J.S.A. 18A:27-3.1 shall be followed within a reasonable period of time, but in no instance more than ten (10) days, by a conference between the non-tenured teaching staff member and his/her supervisor/evaluator.

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, in-service 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 a copy of the evaluation form and a copy of the Board's policy on evaluation of teacher performance is given to each teacher at the beginning of his/her employment, at which time the purpose and process of evaluation shall be explained by a member of the administrative/supervisory staff.

The Superintendent shall ascertain that each continuing teaching staff member is provided with a copy of this policy statement, his/her job description, and his/her evaluation criteria annually by October 1, and provided with amendments to this policy within ten (10) working days of their adoption.

The Superintendent shall report to the Board any concerns regarding the effectiveness of the evaluation system and shall recommend means to improve it whenever necessary.

The Superintendent 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 includes the observation of classroom instruction;
- B. The process for observation conferences between the teaching staff member and the supervisor and the preparation of a written evaluation for each of the observations;
- C. The preparation of individual professional development plans;
- D. The preparation of an annual written performance report which shall include the annual evaluation of the teacher, an individual professional development plan and a summary of the results of the formal and informal assessment of pupils;
- E. The conduct of the annual summary conference; and
- F. The signing of the annual written performance report by the properly certified supervisor/evaluator and the staff member within five (5) school days of the annual summary conference or receipt of the annual written performance report.

G. The provision that 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.

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

Teaching staff may request to see their personnel 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 re-adoption by the Board.

Source: Regular Public Meeting

Date: August 20, 1986

Revised: September 28, 1994

Revised: February 22, 1995

Revised: October 29, 2003

Revised: January 13, 2010

Legal References:

N.J.S.A. 18A:4-15. General rule-making power
N.J.S.A. 18A:6-10 through -17. Dismissal and reduction in compensation of persons under tenure in public school system . . .
N.J.S.A. 18A:7A-5g. Major elements; guidelines
N.J.S.A. 18A:27-3.1 through -3.3. Non-tenured teaching staff; observation and evaluation; conferences; purpose. . .
N.J.S.A. 18A:28-5. Tenure of teaching staff members
N.J.S.A. 18A:29-14. Withholding increments; causes; notice of appeals
N.J.A.C. 6A:32-4.4 Evaluation of tenured teaching staff members
N.J.A.C. 6A:32-4.5 Evaluation of non-tenured teaching staff members

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; in-service 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.



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