
EVALUATION OF TENURED TEACHING STAFF MEMBERS
(Differentiated Team Supervision)

“Teachers reported that what most improved their teaching was interactions with other practicing teachers: observing other teaching, having in-depth discussions, planning together and sharing responsibility and ideas. We’re going to improve instruction to the extent that we have professional interactions.”

Nancy Hoffman, University of West Virginia
Council of Professors of Instructional Supervision

The board of education recognizes the importance of implementing a program for the evaluation of tenured teaching staff members in accordance with state law.

The purpose of the annual evaluation shall be to:

1. Promote professional excellence and improve the skills of teaching staff members.
2. Improve student learning and growth.
3. Provide a basis for the review of performance of tenured teaching staff members.

In order to be effective, evaluation should include a variety of procedures and should be directly related to the job description.

Criteria for evaluation must include but need not be limited to: consideration of pupil progress; instructional skills; subject knowledge; professional conduct and growth; human relation skills; classroom management skills.

All policies regarding evaluation shall be distributed to each teaching staff member by September 30th of each school year. Amendments to the policy shall be distributed within ten (10) working days after adoption. Special emphasis shall be placed on the Criteria for Good Teaching, 4115.1 AR. This list of qualities shall be discussed annually with all teachers at a Principal’s After School Seminar prior to September 30th.

I. Process of Observation

Although evaluation is a continuous process, scheduled observations shall be conducted a minimum of two times per year at least one of which will be conducted by the immediate supervisor. All observations will be diagnostic in nature rather than judgmental. The principals will be assisted by the Superintendent, Assistant Principal, Supervisor of Curriculum and Director of Special Services in conducting observations.

- Annually, the supervisors will publish a schedule of approximate dates for observations.
- Diagnostic data, collected and analyzed will be shared in writing with the teacher within ten (10) school days of any observation.
- A formal conference regarding any diagnostic observation report may be initiated by the teacher or supervisor.
- All observation reports will be filed with the primary supervisor who will use the data in completing the annual performance report.

II. Alternatives to One Scheduled Observation

A teacher may choose to substitute one of the following documented professional interactions for one of the two scheduled observations:

1. Participation in the district's voluntary peer coaching program.
2. An instructional conference followed by collaborative teaching demonstrations between supervisor and teacher.
3. Acting as a mentor for a new teacher or as the cooperating teacher for an intern or student teacher.
4. Providing a demonstration lesson to colleagues and/or parents.
5. Joint analysis of a video-taped lesson by the teacher and supervisor.

III. Annual Evaluation

- A. Observation of Classroom Instruction, Observation Conference, and Observation Report.

1. The observation of the tenured teaching staff member shall be accomplished through a minimum of one visitation to an assigned work station by a certified supervisor for the purpose of formally collecting data on the performance of a teaching staff member's assigned duties and responsibilities. This is defined as one class period, one complete subject lesson, or one half-hour time segment.
2. The certified supervisors, for the purpose of this section of the evaluation, are defined as the Principal of Deane-Porter, the Principal of Forrestdale, the Assistant Principal of Forrestdale, the Superintendent of Schools, the Supervisor of Curriculum and the Director of Special Services.
3. The observation conference between the supervisor and the teaching staff member shall be to review the performance data collected in the observation. Each observations shall be followed in not more than fifteen (15) school days by a conference with the observed teacher.
4. An observation report is a written report prepared and signed by the certified supervisor within fifteen (15) days of the scheduled conferences between the certified supervisor and the staff member. the staff member shall sign the written report within ten (10) days following the date of the report. The teaching staff member shall have the right to submit a written statement and such statement shall be attached to each party's copy of the report. The observation report shall be based upon the job description of the tenured staff member.

IV. Annual Performance Report

1. The annual performance report shall be completed and then reviewed with the teacher during the annual performance conference. The report is designed to evaluate teachers on their performance based on the job description and the observation reports compiled during the school year.
2. The report includes:
 - a. Assessment of performance based on the job description.
 - b. Performance areas of strength.
 - c. Performance areas needing improvement.

- d. An individual professional improvement/development plan established jointly by teacher and supervisor.
 - e. Summary of available indicators of pupil progress. Multiple measures will be selected from the following:
 - teacher observation and assessment of student progress
 - formal and informal techniques in determining attainment of program objectives
 - cumulative records
 - local assessment test data
 - E.R.B. test data
 - teacher tests
 - samples of student work
 - evaluative comments (parent, peer, community, student)
 - visual, auditory, and/or medical examination
3. The annual performance report shall be filed according to policy by June 15th.

V. Annual Performance Conference

The conference should include but not be limited to a review of all items included in the Annual Performance Report. The conference will be held before the written performance report is filed and the report shall be signed within five (5) working days of the review. The evaluatee has ten (10) working days to submit for entry into any performance data not evaluated in the report

Date: August 23, 1995

Legal Reference:
N.J.A.C. 6:3-1.21