



Ocean County Vocational Technical School Board of Education

Section: Teaching Staff Members

3221. Evaluation of **Nontenured** Teaching Staff Members

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3221- Evaluation of Nontenured Teaching Staff Members

The 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 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 which 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.

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 must include but need not be limited to consideration of pupil progress, instructional skills, subject knowledge, professional conduct and growth, human relations skills and classroom management skills.

Tenured teaching staff members shall be observed and evaluated at least once each year by properly certified persons. Nontenured teaching staff members shall be observed and evaluated at least three times each year by properly certified district staff.

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

The Superintendent shall provide each teaching staff member with a copy of this policy statement, his/her job description, and his/her evaluation criteria annually by October 1, and shall distribute any amendments to those documents within ten working days of their becoming effective. Evaluations shall be completed before May 16 in compliance with law.

The Superintendent shall report at least annually on 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 teaching staff members for:

1. The collection and reporting of data which are appropriate to the job description and minimally include the observation of classroom instruction;
2. Observation conferences between the teaching staff member and the supervisor, the preparation of a written evaluation for each of the three observations of nontenured staff member, and an evaluation for each observation of a tenured staff member;
3. The preparation of individual professional improvement plans;
4. The preparation by the 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 supervisor, and a summary of the results of the formal and informal assessment of his/her students along with a statement of how these indicators relate to the effectiveness of the overall program and the performance of the staff member.
5. The annual summary conference; and
6. The signing of the annual written performance report by the properly certified supervisor/evaluator and the staff member.

All such procedures shall conform to law.

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

N.J.S.A. 18A:27-3.1 et seq.
N.J.A.C. 6:3-4.1; 6A:9-8.6

Adopted: 19 October 2005