

**OCEAN COUNTY VOCATIONAL TECHNICAL SCHOOL  
TEACHER EVALUATION SYSTEM  
SCHOOL YEAR 2009-2010**

**Introduction**

As part of the federal requirements for states' receiving funding under Phase 2 of the State Fiscal Stabilization Funds Program, all school districts in New Jersey are providing information to the public on the procedures they use to evaluate teachers and principals. The information presented below will help you understand Ocean County Vocational Technical School's policies and procedures for evaluating teachers and educational specialists such as librarians and counselors.

Confidentiality concerns: To protect the confidentiality of individual evaluations, districts are not required to provide a district-level statistical summary of teacher evaluation outcomes in those cases where there are fewer than 10 teachers in an entire district. Similarly, districts are not required to provide a school-level statistical summary of teacher evaluation outcomes if there are fewer than 10 teachers in a school.

**Section 1. Description of Teacher Evaluation System**

The Board of Education recognizes the importance of continuing employee evaluation in the reinforcement of performance strengths and the remediation of weaknesses and that effective evaluation of teaching staff is essential to the achievement of the educational goals of the district. Evaluations promote professional excellence and improve the skills of teaching staff members, improve student learning and growth, and provide a basis for the annual review of staff performance.

The Board encourages a positive working environment in which professional growth results from staff participation in the evaluation process. OCVTS administration has developed an evaluation instrument flexible enough to identify the needs, strengths, and improvement objectives of each teacher and reflects the New Jersey Professional Standards for Teachers.

All teaching staff members are evaluated against criteria which evolve logically from the instructional priorities and program objectives of each teacher as specified in the job description. Criteria includes, but is not limited to, indicators of student progress, instructional and classroom management skills, subject knowledge, human relations skills professional conduct and growth, and professional development participation and progress.

Tenured teachers are observed and evaluated at least once per year by properly certified people. Nontenured teachers are observed and evaluated at least three times per year by properly certified people.

The evaluation procedures provide continuous, constructive, cooperative interaction, and communication between teachers and his or her supervisor or evaluator, thus ensuring a valid basis for performance review. All procedures for the evaluation of teachers are in compliance with the NJ laws and regulations. All evaluations are completed before May 16 in accordance with NJ law.

Procedures at OCVTS include:

1. Collection and reporting of data which is appropriate to the job description which may include formal and informal walk-through observations and teacher work samples (for example: lesson plans, student assignments and projects, student assessments)
2. Minimally, the results of one observation of classroom instruction for tenured teachers and three for nontenured teachers
3. Conferences between teachers and evaluators
4. Written narrative evaluations for each of the observations
5. Review of the teachers' professional improvement plan
6. Annual written performance report which includes:
  - a. An annual evaluation
  - b. Professional improvement plan developed by the teacher and supervisor
  - c. Summary results of the formal and informal assessments of the teacher's students along with a statement about how these indicators relate to the effectiveness of the teacher's overall program and his or her performance.
  - d. An annual conference
  - e. Signing of the annual written performance report by the properly certified person and the teacher

Results of teacher evaluations are used to plan district-wide professional development opportunities, construct a teacher's professional improvement plan, inform tenure decisions, recommend continued employment, select teachers for specific roles and duties, and to determine teacher placement decisions.

OCVTS policies with regard to teacher evaluation are reviewed at least yearly and any necessary changes made before readoption by the Board.

## **Section 2. Evaluation Outcomes Tables**

### **OCEAN COUNTY VOCATIONAL TECHNICAL SCHOOL DISTRICT-WIDE TEACHER EVALUATION RESULTS SCHOOL YEAR 2009-2010**

Number of teachers meeting the district's criteria for acceptable performance	Number of teachers in district	Percent of teachers in district meeting these criteria
126	128	98%

**OCEAN COUNTY VOCATIONAL TECHNICAL SCHOOL  
TEACHER EVALUATION RESULTS BY SCHOOL  
SCHOOL YEAR 2009-2010**

School	Number of teachers meeting the district's criteria for acceptable performance	Number of teachers in school	Percent of teachers in school meeting these criteria
Brick Center	25	26	96%
Jackson Center	11	12	92%
Lakehurst	31	31	100%
MATES	22	22	100%
Toms River	13	13	100%
Related Academics	15	15	100%

Our Waretown school has fewer than ten teachers and, therefore, the results are not published.

**OCEAN COUNTY VOCATIONAL TECHNICAL SCHOOL  
PRINCIPAL EVALUATION SYSTEM  
SCHOOL YEAR 2009-2010**

**Introduction**

As part of the federal requirements for states' receiving funding under Phase 2 of the State Fiscal Stabilization Funds Program, all school districts in New Jersey are providing information to the public on the procedures they use to evaluate teachers and principals. The information presented below will help you understand the Ocean County Vocational Technical School's policies and procedures for evaluating principals and assistant principals.

Confidentiality concerns: To protect the confidentiality of individual evaluations, districts are not required to provide a district-level statistical summary of principal evaluation outcomes in those cases where there are fewer than 10 principals in a district.

**Section 1. Description of Principal Evaluation System**

The Superintendent has developed criteria and indicators of achievement to evaluate the progress of administration toward achieving the district's educational goals. The evaluation system is based on the New Jersey Professional Standards for School Leaders. School climate indicators, work samples (for example: communications with parents and the school community), conferences, and performance aligned with district goals are all a part of the evaluation process as well as performance of responsibilities outlined in his or her job description.

Tenured administrators are evaluated once per year. Untenured administrators are evaluated three times during the first two years of their employment as administrators.

The results of administrator evaluations are part of the Superintendent's annual summary to the Board of Education of the strengths and weaknesses of the district. They are also used to make recommendations regarding employment and/or salary status.

**Section 2. Evaluation Outcomes Tables**

**OCEAN COUNTY VOCATIONAL TECHNICAL SCHOOL  
PRINCIPAL EVALUATION RESULTS  
SCHOOL YEAR 2009-2010**

Number of principals* meeting the district's criteria for acceptable performance	Number of principals in district	Percent of principals in district meeting these criteria
9	9	100%

Includes principals, assistant principals, and supervisors located in our schools.