

BOARD OF EDUCATION

Cherry Hill, New Jersey

POLICY 4116

EVALUATION

The Cherry Hill Board of Education believes that the effective evaluation of teaching staff is essential to the achievement of the educational goals of this district focused on student achievement of the Core Curriculum Content Standards and Cherry Hill Board of Education standards. The purpose of this evaluation shall be to promote professional excellence and improve the skills of teaching staff members; improve pupil learning and growth; and provide a basis for the review of staff performance. The process of evaluation is an ongoing process which exists to support and encourage instructional excellence. In this process the teacher and supervisor work cooperatively in a professional atmosphere conducive to mutual growth.

The Board of Education encourages a positive working environment in which the professional growth that 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.

The superintendent or his/her designee 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. The job description shall be concise, stating major responsibilities and expected teaching standards as briefly as possible. All job descriptions shall be presented to the Board of Education for approval

All teaching staff members shall be evaluated against criteria that evolve logically from the instructional priorities and program objectives of each staff members as specified in the job description for his/her position. District teaching standards will serve as a guide and evaluative tool in this process of evaluation.

Criteria must include but need not be limited to consideration of pupil progress; instructional skills; subject knowledge; professional conduct and growth; human relations skills; classroom management skills and district teaching standards. These criteria shall also apply to requirements for continuing education and shall be incorporated into each teacher's professional improvement plan (PIP).

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

(over)

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 law and regulations.

All evaluative procedures shall include review of each teacher's progress toward achievement of the state-required goal of 100 clock hours of professional development every five years. Evaluative procedures shall recognize that the purpose of this goal is to assist teaching staff in obtaining and maintaining the knowledge and skills essential to student achievement of the state's Core Curriculum Content Standards and Cherry Hill Board of Education standards. In any instance where an individual teacher fails to make annual progress toward meeting the 100 hour requirement, or where a professional fails to satisfy the requirement fully within the five-year period, the district administration shall take appropriate remedial action, applying sound and accepted principles of progressive supervision as well as by using existing laws and rules to the fullest extent.

The district administration shall recognize each teacher's fulfillment of the continuing education requirement. For evaluative purposes, a teacher has fulfilled his/her professional improvement plan when his/her students have demonstrated satisfactory progress toward achievement of the curriculum standards, as well as the educational goals of this district.

At the end of the first five-year cycle, the district administration shall annually report all instances of noncompliance and actions taken to address them to the State Department of Education. The Cherry Hill Board of Education shall cooperate with the County Professional Development Board and the county superintendent in evaluating its program and progress toward goals.

The superintendent or his/her designee 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 10 working days of their becoming effective. Evaluations shall be completed before April 30 in compliance with law.

The superintendent or his/her designee shall report at least annually to the Board of Education on the effectiveness of the evaluation system and shall recommend means to improve it whenever desirable.

The superintendent or his/her designee shall, in the implementation of this policy, develop procedures in consultation with teaching staff members for:

(over)

- A. The collection and reporting of data which are appropriate to the job description and minimally include the observation of classroom instruction;
- B. Observation conferences between the teaching staff member and the supervisor; the preparation of a written evaluation for each of the three observations of non-tenured staff members; and an evaluation for each observation of a tenured staff member;
- C. The preparation of individual professional improvement plans that include specific guidance to the teacher on activities that would contribute to his/her obtaining and maintaining the knowledge and skills essential to student achievement of the state's Core Curriculum Content Standards and Cherry Hill Board of Education standards.
- D. 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 pupils along with a statement of how these indicators related to the effectiveness of the overall program and the performance of the staff member;
- E. The conduct of the annual summary conference;
- F. The signing of the annual written performance report by the properly certified supervisor/evaluator and the staff member.

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

Legal References:

| | |
|---|---|
| <i>N.J.S.A. 18A:4-15</i> | <i>General rule-making power</i> |
| <i>N.J.S.A. 18A:4-16</i> | <i>Incidental powers conferred</i> |
| <i>N.J.S.A. 18A:6-10 through -17</i> | <i>Dismissal and reduction in compensation of persons under tenure in public school system ...</i> |
| <i>N.J.S.A. 18A:27-3.1 through -3.3</i> | <i>Non-tenured teaching staff; observation and evaluation; conference; purpose</i> |
| <i>N.J.S.A. 18A:28-5</i> | <i>Tenure of teaching staff members</i> |
| <i>N.J.S.A. 18A:29-14</i> | <i>Withholding increments; causes; notice of appeals</i> |
| <i>N.J.A.C. 6:3-4.1</i> | <i>Supervision of instruction: observation and evaluation of non-tenured teaching staff members</i> |
| <i>N.J.A.C. 6:3-4.3</i> | <i>Evaluation of tenured teaching staff members</i> |
| <i>N.J.A.C. 6:8-2.8</i> | <i>Teaching staff and professional development</i> |
| <i>N.J.A.C. 6:11-13.1 et seq.</i> | <i>Required Professional Development for teachers</i> |
| <i>N.J.A.C. 6:30-2.1(a)8</i> | <i>Purpose and program descriptions (Adult education programs)</i> |
| <i>Manual for the Evaluation of Local School Districts (June 1993)</i> | |
| <i>Lacey Township Bd. of Ed. v. Lacey Township Education Association, 130 N.J. 312 (1992), aff'g 259 N.J. Super. 397 (App. Div. 1991)</i> | |

This policy replaces GBI and GBIA
 Adopted: May 23, 2000