

## 3222 EVALUATION OF TEACHING STAFF MEMBERS

### Non-Tenured Teachers

- A. ~~The Board of Education recognizes the importance of evaluating non-tenured teaching staff members for the purposes~~
- ~~1. Improving the quality of instruction;~~
  - ~~2. Improving professional competence;~~
  - ~~3. Identifying and correcting deficiencies;~~
  - ~~4. Assisting the Board in determining the member's reemployment.~~
- B. ~~The program of evaluation of non-tenured teaching staff members shall include:~~
- ~~1. The observation of each such employee in the performance of assigned duties by an appropriate supervisor no fewer than three times annually and at least once each semester;~~
  - ~~2. A summary, written evaluation of both the employee's performance during observations and the employee's total employment performance;~~
  - ~~3. A timely conference between the employee and the evaluating supervisor during which the employee's strengths and areas for improvement are discussed;~~
  - ~~4. An opportunity for the employee to record a timely written response to the evaluation.~~
- C. ~~Supervisors shall make every effort to assist non-tenured teaching staff members in the remediation of deficiencies disclosed by evaluation and may conduct additional observations and evaluations of employees who are inexperienced or marginally competent. Supervisors should recognize that the purposes of this policy cannot be realized by evaluations that do not record the improvements needed as well as the strengths of teaching staff members. Performance assessments must be honest and candid.~~



### Tenured Teachers

A. ~~The Board of Education recognizes that the continuing evaluation of tenured teaching staff members is essential to the achievement of the educational goals of this district. The purpose of a program of evaluation will be to:~~

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

~~Each tenured teaching staff member shall be evaluated annually by appropriately certified and trained administrators or supervisors against criteria that evolve logically from prior observations or evaluations, the instructional priorities and program objectives set forth in the teaching staff member's professional development plan or a district or school initiative.~~

~~The Superintendent shall develop procedures for the evaluation of tenured teaching staff members that include:~~

- ~~1. Collecting and reporting data about performance that is appropriate to the job description, including observation of classroom instruction,~~
- ~~2. Observation conferences between the tenured teaching staff member and the evaluating supervisor,~~
- ~~3. The preparation of individual professional improvement plans,~~
- ~~4. The preparation by the administrator of an annual written performance report, which shall include the teaching staff member's performance areas of strength and areas for improvement, an individual professional improvement plan developed by the member and the supervisor, and a summary of the results of formal and informal assessments of the member's pupils along with a statement as to how these pupil indicators relate to the effectiveness of the member's performance,~~



5. — ~~The conduct of an annual summary conference between the supervisor and the member that will include a review of the member's performance, progress toward the objectives set forth in the professional development plan prepared at the previous annual conference, pupil assessments and growth toward program objectives, and the written performance report prepared by the supervisor.~~

N.J.A.C. 6A:32-4.4

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**3222 EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING  
TEACHERS AND ADMINISTRATORS**

The Board of Education recognizes the importance of teaching staff member effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3222 for the evaluation of teaching staff members consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for teaching staff member evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3222, “teaching staff member” includes, but is not limited to, educational services staff members, guidance counselors, school nurses, library/media specialists, occupational therapists, and other teaching staff members working under an educational services certificate. For the purposes of Policy and Regulation 3222, “teaching staff member” does not include teachers, Principals, Vice Principals, Assistant Principals, and administrators, including, but not limited to, directors and/or supervisors.

The rules in N.J.A.C. 6A:10 – Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and no collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in written performance reports and all information collected, compiled, and/or maintained by employees for the evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq. shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for teaching staff members which shall be submitted to the Commissioner by June 1 for approval by August 1 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall



TEACHING STAFF MEMBERS

3222/page 2 of 2

Evaluation of Teaching Staff Members, Excluding  
Teachers and Administrators

meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teaching staff members and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all teaching staff members. A District Evaluation Advisory Committee shall be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for teaching staff members as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teaching staff member rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

Observations and evaluations for nontenured teaching staff members shall be in accordance with the provisions of N.J.S.A. 18A:27-3.1. Evaluations for nontenured teaching staff members shall be completed prior to the May 15 notice requirement date for continued employment. Evaluations for tenured teaching staff members shall be completed prior to June 30.

The Superintendent shall annually notify all teaching staff members of the adopted evaluation policies and procedures/regulations no later than October 1. If a teaching staff member is hired after October 1, the Superintendent shall notify the teaching staff member of the policies and procedures/regulations at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy and procedures/regulations within ten teaching staff member working days of adoption.

N.J.S.A. 18A:6-117 et seq.; N.J.S.A. 18A:27-3.1

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

Adopted: 17 July 2012

Revised:

