

EVALUATION

The Nutley Board of Education recognizes that effective staff supervision and evaluation enables the school district's professional staff to constantly expand their potential and thus provide students with improved instruction. Therefore, the Board of Education, in compliance with N.J.A.C. 6:3-1.21, will provide adequate supervision and evaluation of its professional staff members.

It shall be the responsibility of the Superintendent of Schools to develop and implement policies and procedures for the evaluation of teachers and other professional staff members.

The purpose of this evaluation shall be to:

- 1A. Promote professional excellence
- 2A. Improve the skills of all staff members
- 3A. Improve student learning and growth
- 4A. Provide a basis for the review of performance of staff members

Evaluation of professional staff members will be based upon but not be limited to:

- 1B. Review of the performance of the staff member based upon that person's job description
- 2B. Review of the staff member's progress toward the objectives of the professional improvement plan developed at the time of the previous annual evaluation
- 3B. Review of available indicators of pupil progress
- 4B. Criteria as set out on the district's evaluation form
- 5B. Involvement in various activities which foster professional growth and development

Tenured teachers shall be evaluated at least once annually. Non-tenured teachers shall be evaluated at least three times annually.

Teacher evaluation will, necessarily, include supervisor judgments based on observation of the teacher's classroom instruction but classroom observation(s) shall not be the sole factor used in reaching the evaluation.

Tenured and non-tenured teachers' and staff members' evaluations shall be reported on the form adopted by the district. These evaluations shall be prepared by administrators and supervisors who are properly certified.

Each evaluation report shall include a statement of the following:

- 1C. The teacher or staff member's performance strengths
- 2C. Those performance areas needing improvement
- 3C. A professional improvement plan that is developed by the supervisor and the evaluatee
- 4C. A summary of available indicators of pupil progress

*adopted July 30, 1979*

Principals and supervisors will conduct a post-evaluation conference with the evaluatee to discuss the evaluation report itself and to review other aspects of the evaluatee's work as noted in 1B-5B above. Where practicable, the evaluator will send a copy of the report to the evaluatee one day in advance of the post-evaluation conference.

Evaluatees must sign the report within five working days following the conference. Signing the report does not necessarily indicate agreement with it. The evaluator will also sign the report and will forward it to the superintendent of schools within ten working days following the conference. The evaluatee may provide additional information for inclusion in the report and may add personal comments if he desires. These additions must be made within ten working days following the signing of the report. Additions will be submitted to the evaluator who will sign and forward them to the superintendent of schools. The additions will be attached to the report.

This policy shall take effect on September 1, 1979. The superintendent of schools shall insure that principals and supervisors understand this policy and carry it out. Principals and supervisors are responsible for making teachers and staff members aware of their plans for implementing the policy. All staff members will receive copies of this policy no later than September 21, 1979. Amendments in the policy shall be distributed within ten working days after adoption.

Building principals and other supervisors shall be responsible for the distribution of this policy to teachers and staff members employed after September 21, 1979.

July 23, 1979

7/30/79