

3222 EVALUATION OF TENURED TEACHING STAFF MEMBERS

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 promote professional excellence and improve the skills of tenured teaching staff members, improve pupil learning and growth, and provide a basis for the review of teaching staff member performance. The Board will provide leadership, adequate resources for supervision and professional development, time for the proper conduct of evaluations, and time for in-service training.

Each tenured teaching staff member except the Superintendent and administrators, who will be evaluated in accordance with Board Policy Nos. 1240 and 3223, shall be evaluated annually by appropriately certified and trained administrators or supervisors against criteria that evolve logically from the instructional priorities and program objectives set forth in the teaching staff member's job description as listed in the district's rubric "a definition of Professional Performance in the Parsippany-Troy Hills School District".

The Superintendent shall distribute to each teaching staff member, no later than October 1 of each school year, a copy of this policy and the teaching staff member's job description and evaluation criteria as listed in the district's rubric "a definition of Professional Performance"; any amendments made subsequently to these documents will be distributed no later than ten days after their adoption.

The Superintendent shall develop, in consultation with teaching staff members, procedures for the evaluation of tenured teaching staff members that include, as a minimum:

1. The collection and reporting of data that is appropriate to the job description and includes as a minimum the 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;



R 3221 EVALUATION OF NONTENURED TEACHING STAFF MEMBERS

The observation and evaluation of nontenured teaching staff members will be conducted by members of the administrative and supervisory staff who hold appropriate certification for the supervision of instruction and have been appointed by the Board of Education to observe and evaluate teaching staff members. Evaluation will be conducted in accordance with the following procedures.

A. Evaluation Criteria

1. Evaluation criteria for each position will derive from the job description (as listed in the district's rubric "a definition of Professional Performance in the Parsippany-Troy Hills School District") and will relate directly to each of the tasks described. Wherever possible each set of evaluation criteria will be:
 - a. Based on observable information rather than on factors requiring subjective judgment,
 - b. Written in the same format and in a direct, simple style.
2. Each nontenured teaching staff member will be sent a copy of the current evaluation criteria (a definition of Professional Performance in the Parsippany-Troy Hills School District) by the Building Principal. Any revisions thereto shall be provided to each holder of that job within thirty working days of its adoption. Suggested revisions to evaluation criteria by job holders shall be referred initially to the job holder's immediate supervisor for review.

B. Collection of Evaluation Data

Data will be gathered any one or more of the following evaluation methods:

1. Direct observation of the teaching staff member in the course of performing an assigned duty;
2. Review of products from the teaching staff member that results from the performance of his/her assigned duties;
3. Interviews of the teaching staff member regarding his/her knowledge of assigned duties;



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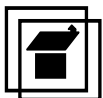
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Evaluation of Nontenured Teaching Staff Members

4. Student achievement data, including student work products;
 5. Reference to previous performance reports.
- C. Observations
1. Nontenured teaching staff members will be evaluated no fewer than three times in every school year and at least once during each semester. A nontenured teaching staff member employed fewer than sixty days in the school year may be observed and evaluated only once during the school year, and a nontenured teaching staff member employed fewer than one hundred twenty days in the school year may be observed and evaluated only twice during the school year.
 2. Classroom instructors will be observed in the performance of their duties by a visitation to the assigned work station. The visit will not be less than one class period (secondary level) or for the duration of one complete subject lesson (elementary level). There shall be no fewer than three such observations annually and at least one in each semester.
 3. Wherever possible, multiple observations that focus on different areas of responsibility are desirable. Multiple observations should be spread over time to allow time for improvement.
 4. Each observation will be recorded on a separate form and a copy sent to the nontenured teaching staff member within ten school days after the observation.
- D. Evaluations
1. Each nontenured teacher will receive two written evaluations, one mid-year and on final.
- E. Post Observation Conferences
1. The post observation conference will be conducted for the purpose of confirming the accuracy of the material collected, providing a forum for feedback, and providing assistance to the teaching staff member whenever the need for such aid is indicated. In addition, the evaluator must point out the effects of the observation (if any) on the teaching staff member's annual evaluation. Sufficient time should be scheduled for a full discussion of the issues involved.



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2. Three copies of the written evaluation will be prepared and both the supervisor and the nontenured teaching staff member shall sign each copy and retain one copy. One copy will be forwarded to the Personnel office.
 3. If the nontenured teaching staff member so wishes, he/she may prepare a written disclaimer to the evaluation. Any disclaimer will be appended to the evaluation, provided it is received not more than ten calendar days after the conference.
 4. Each observation report will be filed in the teaching staff member's personnel file.
- F. Annual Performance Conference And Report
1. An annual performance conference will be held with each nontenured teaching staff member by the administrator or supervisor prior to writing the annual performance report.
 2. The annual performance conference will include a review of the:
 - a. Staff member's performance based upon his/her job description,
 - b. Staff member's progress toward the objectives of his/her Individual Performance Improvement Plan developed at the previous annual conference (if applicable), and
 - c. Available indicators of pupil progress and growth toward their program objectives.
 3. The purpose of the annual performance conference is to provide for a total review of the year's work, to identify strategies for improvement where necessary, and to recognize achievement and good practice. Adequate time should be allotted for the conference in order to cover the required topics of discussion and to permit a full exploration of the possible solutions to any problems identified.
 4. The annual performance report will be signed by the evaluator after the conference and by the nontenured teaching staff member within five working days of the conference. The signature of the staff member will not necessarily be construed to indicate assent with the report.



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5. The teaching staff member shall have up to ten working days following the conference to add material to the report not included by the evaluator.
 6. Each annual performance report shall be filed in the teaching staff member's personnel file. A copy will be provided to the staff member within ten working days of the conference.
- G. Individual Performance Development Plan
1. An Individual Performance Development Plan will be prepared annually for each nontenured teaching staff member to correct deficiencies and to continue professional growth. The plan will derive from the applicable evaluation criteria and focus on the most important areas of professional growth for each staff member as determined from weaknesses identified in his/her evaluation.
 2. The Performance Development Plan will be prepared in cooperation with the teaching staff member whenever possible and shall include:
 - a. Areas of required growth,
 - b. Methods of achieving that growth,
 - c. A schedule for implementation of those methods, and
 - d. The responsibility of the teaching staff member and the district for implementing the plan.
 3. At the time the Performance Development Plan is prepared, a review will also be made of the staff member's efforts to achieve the prior year's plan.
 4. Copies of the Individual Performance Development Plan will be placed in the teaching staff member's annual performance report and given to the teaching staff member. The degree to which the teaching staff member achieved the requirements of the previous plan will be a measure of the staff member's annual performance evaluation.
 5. It is the duty of the teaching staff member to implement the plan as prepared; his/her failure to do so may result in disciplinary action up to and including dismissal.

Adopted: 22 October 2009



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 - b. Written in the same format and in a direct, simple style.
2. Each tenured teaching staff member will be sent a copy of the current evaluation criteria (as listed in the district's rubric "a definition of Professional Performance in the Parsippany-Troy Hills School District") by the Building Principal. Any revisions will be provided to each holder of that job within thirty working days of its adoption. Suggested revisions to evaluation criteria by job holders will be referred initially to the job holder's immediate supervisor for review.

B. Collection of Evaluation Data

Data will be gathered any one or more of the following evaluation methods:

1. Direct observation of the teaching staff member in the course of performing an assigned duty;
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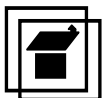
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4. Student achievement data, including student work products;
 5. Reference to previous performance reports.
- C. Observations
1. Tenured teaching members will be evaluated at least twice during each school year, on formal and one in-formal.
 2. Classroom instructors will be observed in the performance of their duties by a visitation to the classroom that will not be less than one class period (secondary level) or for the duration of one complete subject lesson (elementary level), for each observation.
 3. In the case of the tenured teaching staff member who is not regularly assigned to classroom instruction, the evaluator will observe that professional in the carrying out of the duties specific to their assignment and may involve multiple visits.
 4. Each observation will be recorded on a separate form and a copy sent to the tenured teaching staff member within ten school days following the conference.
- D. Evaluations
1. A written final evaluation of each tenured teaching staff member in the performance of his/her duties will be prepared annually.
 2. In addition to each observation, the evaluator(s) shall prepare a written evaluation of each tenured teaching staff member's total performance as an employee of the school district.
- E. Post Observation Conferences
1. No later than five school days after the observation of each classroom instructor, the teaching staff member and the evaluating supervisor shall hold a conference to discuss lesson/activity.
 2. The post observation conference will be conducted for the purpose of confirming the accuracy of the material collected, providing a forum for feedback, and providing assistance to the teaching staff member whenever the need for such aid is indicated. In addition, the evaluator must point up the effects of the observation (if any) on the teaching staff member's annual evaluation. Sufficient time should be scheduled for a full discussion of the issues involved.



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3. Three copies of the written evaluation will be prepared and both the supervisor and the tenured teaching staff member shall sign each copy and retain one copy. One copy shall be sent to the Personnel office.
 4. If the tenured teaching staff member so wishes, he/she may prepare a written disclaimer to the evaluation. Any such disclaimer will be appended to the evaluation, provided it is received not more than ten calendar days after the conference.
 5. Each observation report will be filed in the teaching staff member's personnel file. A copy will be provided to the teaching staff member within ten working days of the conference.
- F. Annual Performance Conference and Report
1. An annual performance conference will be held with each tenured teaching staff member by the administrator and/or supervisor responsible for their evaluation.
 2. The annual performance conference will include a review of the:
 - a. Staff member's performance based upon his/her job description,
 - b. Staff member's progress toward the objectives of his/her Individual Development Plan developed at the previous conference, and
 - c. Available indicators of pupil progress and growth toward their program objectives.
 3. The purpose of the annual performance conference is to provide for a total review of the year's work, to identify strategies for improvement where necessary, and to recognize achievement and good practice. Adequate time should be allotted for the conference in order to cover the required topics of discussion and to permit a full exploration of the possible solutions to any problems identified.
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5. The teaching staff member will be allowed up to ten working days following the conference to add material to the report not included by the evaluator.
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1. An Individual Performance Development Plan will be prepared annually for each tenured teaching staff member to correct deficiencies and to continue professional growth. The plan will derive from the applicable evaluation criteria and focus on the most important areas of professional growth for each staff member as determined from weaknesses identified in his/her evaluation.
 2. The Individual Performance Development Plan will be prepared in cooperation with the teaching staff member whenever possible and shall include:
 - a. Areas of required growth,
 - b. Methods of achieving that growth,
 - c. A schedule for implementation of those methods, and
 - d. The responsibility of the teaching staff member and district for implementing the plan.
 3. At the time of preparation of a Performance Development Plan, a review will also be made of the effort by the staff member to achieve the prior year's plan.
 4. Copies of the Individual Performance Development Plan will be placed in the teaching staff member's annual performance report and given to the teaching staff member. The degree to which the teaching staff member achieved the requirements of the previous plan will be a measure of the staff member's annual performance evaluation.
 5. It is the duty of the teaching staff member to implement the plan as prepared; his/her failure to do so may result in disciplinary action up to and including certification of tenure charges.

Adopted: 22 October 2009



4. The preparation by the supervisor of an annual written performance report, which shall include the teaching staff member's performance areas of strength and weakness, 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 overall program and to 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 improvement plan developed at the previous annual conference, pupil assessments and growth toward program objectives, and the written performance report prepared by the supervisor; and
6. The signing of the annual written performance report within ten working days of the annual summary conference and the provision that the member may, within ten working days of the signing of the report, augment the report with additional performance data.

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

Adopted: 22 October 2009

