

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

ADMINISTRATIVE REGULATION

EMPLOYEE SUPERVISION/EVALUATION

I. PRINCIPLES OF STAFF SUPERVISION/EVALUATION

The following principles are intended to serve as a framework to guide the efforts of the Cranford School District in its program of staff evaluation to meet the requirements of N.J.A.C.:6:3-4.1-4.3.

These principles are intended to set the tone for good practice in supervision and evaluation and are the philosophical bases for the rules and regulations of the Cranford School District.

PRINCIPLES

- A. The evaluation program is based upon the district goals and school objectives.
- B. The evaluation program shall be in compliance with all prevailing state laws and regulations and district policies.
- C. Effective evaluation requires a commitment by all parties that can be achieved only through collaborative planning, implementation and review of policies and procedures.
- D. The purposes of the evaluation program are clearly stated in writing and should be well known to the evaluators and those who are to be evaluated.
- E. Supervisors must be properly certified and should be trained in the process of evaluation and supervision.
- F. The responsibilities of teaching staff members are defined in their Job Descriptions, and this definition should serve as the frame of reference for the evaluation process.
- G. Staff should know who will conduct the evaluation and understand the process and procedures by which they will be evaluated in relation to their responsibilities.
- H. Classroom observation should be diagnostic. The process should analyze teaching to improve the instruction provided to students.
- I. Classroom observation should take into account instructional materials, influences on the work environment, and other resources provided by the district.
- J. The district and the supervisor should provide direct assistance to the teaching staff member who is in the process of developing new skills

II. DEFINITIONS

- A. Teaching Staff Member

(continued)

A teaching staff member is defined as teacher, administrator, or other employees in positions which require them to hold appropriate certificates issued by the State Board of Examiners. Teaching staff members have either tenure or non-tenure status and fall into two broad categories: classroom or non-classroom status. A classroom teacher's primary responsibility is the teaching of classes. Non-classroom teachers are teaching staff members not assigned to regular classroom duties such as Guidance Counselors, Nurses, Child Study Team members, Media Specialists, Student Assistance Counselors, Speech Language Specialists, and any other position established by the Board of Education requiring a certificate.

B. Observation

Observation means a visitation to an assigned work station by a certified supervisor for the purpose of formally collecting data on the performance of a teaching staff member's assigned duties and responsibilities defined by regulation. An observation conference is held between supervisor/administrator and teaching staff member to review a written report of the performance data collected in a formal observation and its implication for the teaching staff member's annual evaluation. A minimum of three (3) observations per year for non-tenured staff, and two (2) observations per year for tenured staff. Tenured staff may choose an alternative professional activity in lieu of a second observation.

C. Alternative Professional Activity

An alternative professional activity for tenured teaching staff may be selected by the teachers in lieu of a second observation. This activity, mutually agreed upon by the teacher(s) and supervisor, may include the following:

- Peer Coaching
- Peer Visitation
- Portfolio
- Mentorship
- Team/Collaborative Teaching
- Special Projects
- In-service Presentation

D. Evaluation Report

Evaluation report means a written appraisal of the teaching staff member's performance prepared by the building Principal or other administrator. Due December 15 and March 31 for non-tenured staff, and March 31 for tenured staff.

E. Interim Progress Report

A written report prepared by the teacher to document progress which has been made in the fulfillment of the alternate professional activity which has been chosen. This report will be prepared and will be submitted to the appropriate supervisor at an agreed date.

F. Job Description

Job Description means a written specification of the function of the position, duties and responsibilities, the extent and limits of authority, and work relationships within and outside the school and district.

(continued)

G. Supervisor/Administrator

Supervisor/Administrator means any appropriately certified individual assigned with the responsibility for the direction and guidance of the work of teaching staff members.

H. Conference

A conference shall be a meeting between an employee and a member of the administrative or supervisory staff. It may be for discussion of an observation, evaluation report, or any matter under these rules and regulations.

I. Professional Improvement Plan (PIP)

Individual Professional Improvement Plan is a written statement of actions developed by the teaching staff member in collaboration with the supervisor/administrator to enhance performance or to continue professional growth. It also includes time lines for their implementation and the responsibilities of the individual teaching staff member and the district for implementing the plan.

J. Indicators of Student Progress

Indicators of Student Progress means the results of formal and informal assessment of students as defined in N.J.A.C. 6:8-3.4. These are defined as: teacher observation, parental or guardian interview, formal and informal evaluation techniques, cumulative student records, student performance data collected through local testing programs which meet state criteria, state testing results, and visual, auditory, and/or medical examination.

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