

BERNARDS TOWNSHIP SCHOOL DISTRICT'S TEACHER EVALUATION SYSTEM, SY 2009-2010

Introduction

As part of the federal requirements for states receiving funding under Phase 2 of the State Fiscal Stabilization Funds Program, all schools in New Jersey are providing information to the public on the procedures they use to evaluate teachers and principals. The information presented below will help you to understand Bernards Township School District's policies and procedures for evaluating teachers and educational specialists such as librarians and counselors.

Confidentiality concerns: To protect the confidentiality of individual evaluations, districts are not required to provide a district-level statistical summary of teacher evaluation outcomes in those cases where there are fewer than 10 teachers in an entire district. Similarly, districts are not required to provide a school-level statistical summary of teacher evaluation outcomes if there are fewer than 10 teachers in a school.

Section 1. Description of Teacher Evaluation System

The Bernards Township Board of Education recognizes the importance of implementing a program for the observation and evaluation of tenured and non tenured professional staff members in accordance with State law and code for the purposes of recognizing achievement and excellence, identifying and correcting deficiencies, improving professional competencies and improving the quality of instruction and services received by the students in our schools.

Each tenured professional staff member is observed in the performance of his/her duties by an appropriately certified supervisor at least once annually. Non tenured staff is observed three times. A pre-observation conference may be scheduled, but is not a requirement. After the staff member is observed in the classroom, the supervisor writes a report, Record of Classroom Visit, of the employee's teaching during the observation. This report includes a narrative of the lesson, citing strengths and weaknesses. A timely conference is held between the employee and the observing supervisor during which either may record conference comments, opinions, reactions or corrections to the written observation or to record any other statement. The district's conceptual framework for observations is based on Hunter's Essential Elements of Instruction and Classroom Management theories taught in our Staff College courses. Administrative observers and evaluators assist professional staff members in the remediation of deficiencies disclosed by the observation and may conduct additional observations on staff who are

inexperienced or in need of assistance. Observations are utilized to create meaningful annual evaluations and professional development plans consistent with district, building and staff goals.

Each observation report is filed in the professional staff member’s personnel file in Central Office, a copy is provided to the staff member and in the case of a non tenured teacher a copy is sent to the next administrative observer.

In addition to the observations, at least once annually the designated administrator shall complete a written narrative evaluation of each tenured and non tenured professional staff member. This evaluation will note whether the year’s Professional Development Plan was completed, list performance areas of strengths, performance areas of weaknesses, mutually agreed upon areas for growth, a summary of available student progress indicators and a jointly developed Professional Development Plan for the upcoming year. The Professional Development Plan includes professional development goals, indications on how the goals relate to the New Jersey Standards for Professional Development, and suggested activities for the staff member to help achieve the stated goals. This evaluation will be reviewed at an annual summary conference between the employee and the administrator. Additionally, at this conference the staff member will present evidence of progress towards achievement of the state-required 100 hours of professional development every five years.

Section 2. Evaluation Outcomes Tables

BERNARDS TOWNSHIP SCHOOL DISTRICT: TEACHER EVALUATION RESULTS
SY 2009-2010

Number of teachers meeting the district’s criteria for acceptable performance	Number of teachers in district	Percent of teachers in district meeting these criteria
540	547	98.7%

RIDGE HIGH SCHOOL: TEACHER EVALUATION RESULTS
SY 2009-2010

Number of teachers meeting the district’s criteria for acceptable performance	Number of teachers in school	Percent of teachers in school meeting these criteria
157	160	98.1%

WILLIAM ANNIIN MIDDLE SCHOOL: TEACHER EVALUATION RESULTS
 SY 2009-2010

Number of teachers meeting the district's criteria for acceptable performance	Number of teachers in school	Percent of teachers in school meeting these criteria
143	147	97.3%

CEDAR HILL ELEMENTARY SCHOOL: TEACHER EVALUATION RESULTS
 SY 2009-2010

Number of teachers meeting the district's criteria for acceptable performance	Number of teachers in school	Percent of teachers in school meeting these criteria
66	66	100%

OAK STREET ELEMENTARY SCHOOL: TEACHER EVALUATION RESULTS
 SY 2009-2010

Number of teachers meeting the district's criteria for acceptable performance	Number of teachers in school	Percent of teachers in school meeting these criteria
47	47	100%

LIBERTY CORNER ELEMENTARY SCHOOL: TEACHER EVALUATION RESULTS
 SY 2009-2010

Number of teachers meeting the district's criteria for acceptable performance	Number of teachers in school	Percent of teachers in school meeting these criteria
54	54	100%

MOUNT PROSPECT ELEMENTARY SCHOOL: TEACHER EVALUATION RESULTS
SY 2009-2010

Number of teachers meeting the district's criteria for acceptable performance	Number of teachers in school	Percent of teachers in school meeting these criteria
73	73	100%

BERNARDS TOWNSHIP SCHOOL DISTRICT'S PRINCIPAL EVALUATION SYSTEM SY 2009-2010

Introduction

As part of the federal requirements for states receiving funding under Phase 2 of the State Fiscal Stabilization Funds Program, all school districts in New Jersey are providing information to the public on the procedures they use to evaluate teachers and principals. The information presented below will help you understand Bernards Township School District's policies and procedures for evaluating principals and assistant principals.

Confidentiality concerns: To protect the confidentiality of individual evaluations, districts are not required to provide a district-level statistical summary of principal evaluation outcomes in those cases where there are fewer than 10 principals in an entire district.

Description of Principal Evaluation System

The Bernards Township Board of Education recognizes that the continuing evaluation of administrators is essential to the achievement of the educational goals of the district. In order to insure the greatest benefit to the district of a program of administrator evaluation, the Board shall provide adequate resources for supervision, professional development, time for the proper conduct of evaluations, and time for in-service training to encourage improvement in job performance.

Tenured Administrators

Tenured administrators are evaluated in order to promote their professional excellence, to improve their skills, to enhance pupil learning/growth, to provide a basis for the review of administrative performance and for the purpose of identifying and correcting deficiencies.

Each tenured administrator, except the Superintendent, is evaluated annually by appropriately certified and trained supervisors. Procedures for the evaluation of tenured administrators include:

1. The collection and reporting of evaluation data appropriate to the job description and evaluation criteria, including observations of the administrator's performance;
2. Observation conference between the administrator and the evaluating supervisor;
3. The preparation or updating of the professional growth plan;
4. The preparation by the supervisor of an annual written performance report that includes the administrator's performance areas of strengths and weaknesses, progress on the three year growth plan and the performance of the administrator;
5. The annual summary conference between the administrator and the evaluating supervisor shall be held before the written performance report is filed. The

conference includes a review of the administrator’s performance based upon the job description and a review of the progress toward the objectives of the individual professional growth plan developed/discussed at the previous annual conference.

Non tenured Administrators

Non tenured administrators are evaluated in order to promote their professional excellence, to improve their skills, to enhance pupil learning/growth, to provide a basis for the review of administrative performance, to make tenure decisions and for the purpose of identifying and correcting deficiencies.

The evaluation of non tenured administrators is conducted by appropriately certified supervisors. Procedures for non tenured administrators include:

1. The written observation of the administrator in the performance of duties not less than three times in each school year and not less than once in each semester;
2. A conference between the non tenured administrator and the evaluating supervisor no later than ten working days after each observation;
3. The preparation by the supervisor of an annual written performance report that includes the administrator’s performance areas of strengths and weaknesses, and an individual growth plan;
4. The annual summary conference between the administrator and the evaluating supervisor is held before the written performance is filed. The conference includes a review of the administrator’s performance based on the job description. A review of the written performance report and the signing of the report are held within five working days of the review.

Section 2. Evaluation Outcomes Table

BERNARDS TOWNSHIP SCHOOL DISTRICT: PRINCIPAL EVALUATION RESULTS
SY 2009-2010

Number of principals meeting the district’s criteria for acceptable performance	Number of principals in the district	Percent of principals in district meeting these criteria
15	16	94%