

# PASSAIC COUNTY TECHNICAL INSTITUTE'S TEACHER EVALUATION SYSTEM

## Description of Teacher Evaluation System

### **A. Description of Process**

The Passaic County Technical Institute's Board of Education believes that effective evaluation of teaching staff is essential to the achievement of the educational goals of this district, including pupil achievement of the Core Curriculum Content Standards. The purpose of this evaluation shall be to promote professional excellence and improve the skills of teaching staff members; improve pupil learning and growth; and provide a basis for the review of staff performance.

The district's formal teacher evaluation system is based on the New Jersey Professional Standards for Teachers. The formal teacher evaluation process includes: Formal Observation; Pre and/or post observation conference; Teacher work samples (e.g. lesson plans; assignments); Teacher's Professional Development Plan; Progress in completing required professional development hours; and the Evaluator narrative. Annual summative performance evaluations are given in the form of a written narrative.

Our district uses the results from teacher evaluations to:

1. Plan professional development opportunities
2. Inform a teacher's Professional Development Plan
3. Inform tenure decisions
4. Inform compensation decisions
5. Inform recommendations for continued employment
6. Inform selection of teachers for specific roles or duties
7. Inform teacher placement decisions
8. Inform decisions on teacher awards or recognitions

### **B. Evaluation Processes for Non-Tenured and Tenured Teachers**

#### **Non-Tenured Teacher Evaluation**

Evaluation shall be an on-going process that shall be conducted according to law, Board policy, administrative regulations, negotiated agreements and individual contracts.

1. All non-tenured teachers shall be observed three times a year by a certified administrator in accordance with applicable statute, code and case law.
2. All observations shall be followed by a conference which shall:
  - a. Include a written report presented to and discussed with the teacher and signed by the teacher and evaluator with copies to each for their records.
3. Progress towards 100 Hour Professional Development Requirement
  - a. All evaluations shall include a discussion of and evaluation of progress towards meeting the 100 hour requirement.
  - b. The district administration will take appropriate remedial action where there is inadequate progress or when the staff member fails to meet the full requirement within five years.

4. The administrator shall prepare a written summary evaluation, hold a summary conference within a reasonable time and prior to April 30, and issue a summary report which shall be signed and copies given to the administrator and teacher.

**Tenured Teaching Staff Evaluation**

Evaluation shall be an on-going process that shall be conducted according to law, Board policy, administrative regulations, negotiated agreements and individual contracts.

1. All tenured teachers shall be formally observed two times a year by a certified administrator/supervisor in accordance with applicable statute, code and case law.
2. The administrator/supervisor shall prepare a summary evaluation for all professional staff, based on the Board’s evaluative criteria, administrative observations and within the framework of the adopted job description.
3. A conference shall be held with the administrator/supervisor regarding the summary evaluation to review:
  - a. The teacher’s performance based on the job description and/or the Board’s evaluative criteria;
  - b. The teacher’s progress in achieving his/her professional improvement plan;
  - c. Available pupil progress and growth indicators toward program objectives;
  - d. The teacher’s progress towards the 100 hours of required professional development;
  - e. Remedial action that will be taken where there is inadequate progress towards the 100 hours or failure to meet the full requirement within five years;
  - f. Current Professional Development Plan (PDP);
  - g. The summary report is signed and filed.
  - h. To prepare (at the summary evaluation) a plan for the upcoming year that provides specific guidance on activities.
4. The summary evaluation and conference shall be completed by April 30<sup>th</sup>.

**C. Further Information**

The Passaic County Technical Institute Board of Education encourages a positive working environment in which the professional growth that results from staff participation in the evaluation process is considered of major importance.

**Passaic County Technical Institute: Teacher Evaluation Results 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
346	348	99%

# PASSAIC COUNTY TECHNICAL INSTITUTE'S PRINCIPAL EVALUATION SYSTEM

## Description of Principal Evaluation System

### **A. Narrative**

The Passaic County Technical Institute's Board of Education believes that effective evaluation of principals is essential to the achievement of the educational goals of this district, including pupil achievement of the Core Curriculum Content Standards.

The district's formal principal evaluation system is based on the New Jersey Professional Standards for School Leaders conceptual framework. The formal principal evaluation process includes: Formal observation/visits; School Climate Indicators; Principal work samples (e.g. communications with school community); Documentation of completed principal evaluations; Evaluator narratives; Evaluation conferences; Performance aligned to district goals. Annual summative performance evaluations are given in the form of a written narrative.

Our district uses the results from principal evaluations to:

1. Plan professional development opportunities
2. Develop the principal's Professional Development Plan
3. Inform tenure decisions
4. Inform recommendations for continued employment

### **B. Differences in Non-Tenured and Tenured Principal Evaluation Processes**

All non-tenured principals shall be observed three times a year, while tenured principals shall be observed one time a year. Evaluation shall be an on-going process that shall be conducted according to law, Board Policy, administrative regulations, negotiated agreements and individual contracts. All assistant principals are evaluated by the principal and the principal evaluations are performed by the Superintendent.

### **C. Further Information**

The Passaic County Technical Institute Board of Education requires all certificated administrators, including principals, to complete training on school ethics, school law and school governance as part of their required professional development.

## Evaluation Outcomes

The Passaic County Technical Institute District has less than 10 principals serving the district. In compliance with the law and to protect the confidentiality of individual evaluations, the Passaic County Technical Institute District is not required to provide a district-level statistical summary of principal evaluation outcomes.