

Educational Evaluation Information 09-10

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 the Union County Vocational-Technical School District's policies and procedures for evaluating teachers and educational specialists such as librarians and counselors.

Description of Teacher Evaluation System

The Observation and evaluation of 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.

Evaluation Criteria

- A. Evaluation criteria for each position shall derive from the job description for the position and relate directly to each of the tasks described. Wherever possible each set of evaluation criteria will be:
 - a. Briefly stated and focused on major criteria of the position,
 - b. Based on observable information rather than on factors requiring subjective judgment,
 - c. Generic, covering a number of specific positions, and
 - d. Written in the same format and in a direct, simple style.
- B. Collection of Evaluation Data – Data will be gathered any one or more of the following evaluation methods:
 - a. Direct observation of the teaching staff member in the course of performing an assigned duty;
 - b. Review of a product from the teaching staff member that results from the performance of his/her assigned duties;
 - c. Interviews of the teaching staff member regarding his/her knowledge of assigned duties;
 - d. Paper and pencil instruments (such as competency tests, pupil surveys and the like);
 - e. Audio visual monitoring of the teaching staff member in the performance of his/her assigned duties; and
 - f. Reference to previous performance reports.
- C. Observations
 - a. Tenured teaching members will be evaluated at least once during each school year and non-tenured teaching members at least three times during each school year.
 - b. 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).

- c. In the case of the tenured or non-tenured teaching staff member who is not regularly assigned to classroom instruction, the evaluator will confer with the employee at the beginning of the school year. They shall together determine those general duties in the performance of which the employee will be observed. Actual observation will total not less than one hour's time and will be conducted in as few separate sessions as possible. The evaluator shall record each separate instance of observation and the activity observed.
 - d. Each observation will be recorded on a separate form and a copy sent to the teaching staff member within seventy-two hours prior to the observation conference.
- D. Annual Performance Conference and Report
- a. An annual performance conference will be held with each tenured or non-tenured teaching staff member by the administrator or supervisor who prepared the annual performance report (whenever possible) before the staff member's annual performance report is filed.
 - b. The annual performance conference will include a review of the:
 - i. Staff member's performance based upon his/her job description,
 - ii. Staff member's progress toward the objectives of his/her Individual Performance Improvement Plan developed at the previous annual conference, and
 - iii. Available indicators of pupil progress and growth toward their program objectives.
 - c. 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 solution any problems identified.

	Satisfactory	Percentage Satisfactory	Unsatisfactory	Percentage Unsatisfactory
UCVTS Faculty	128	96%	5	4%

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.

To protect confidentiality of individual evaluations, districts are not required to provide a district-level summary of principal evaluation outcomes in those cases where there are fewer than 10 principals in a district. The Union County Vocational-Technical School District has fewer than 10 principals in the district.