

## **DELANCO TOWNSHIP BOARD OF EDUCATION**

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PROFESSIONAL EMPLOYEES

### **TEACHER EVALUATION POLICIES AND PROCEDURES**

In order to comply with N.J.A.C. 6:3-1.21, the following policies and procedures are deemed appropriate for the Delanco Township Schools. It should be understood that in a small district like Delanco, the descriptors, administrator, supervisor, and principal are used interchangeably. Policy A-41 initiated 11/10/71 will remain in place with the following addition (all observations for the purpose of teacher evaluation will be made by appropriately certified persons acting for the Delanco Township Board of Education). A Policy A-1-g Teachers Job Description will be adopted by the board. This job description will be used to identify work areas for the evaluation of teacher performance. The teacher observation form adopted for use during 1978-79 will remain in use. It will serve as a guide for supervisory observations and rating teachers on the following areas of classroom performance:

1. the use of productive teaching techniques
  2. the development of positive interpersonal relationships
  3. the degree of organization and structured class management
  4. the intellectual stimulation given to the students
  5. the maintenance of an adequate classroom environment
- In addition, written commentaries on the teachers professional knowledge, literacy and classroom behavior are appropriate to this form.

The rating scale of this form is based upon the belief that teachers who are employed in Delanco are professionally trained and skilled in those areas for which they are certified by the State of New Jersey. This rating scale, therefore, establishes a basic professional competency as average with the designation "meets district expectations". For those teachers who exhibit an outstanding performance the designation is "exceeds district expectations". For teachers who exhibit an unacceptable performance the designation is "does not meet district expectations". Since not every teaching quality is observed or even planned for every lesson a designation "not applicable" is included. A timely post observation conference will be held between the observer and the teacher at which the strengths and weaknesses observed will be delineated and discussed. Recommendations for correcting deficiencies will be made by the observer. Brief notes of the salient points will be made by the observer for future reference. These notes will be attached to the observation. The teacher may affix any disclaimers or explanatory remarks to the observation prior to signing the observation form. Observations will be considered as a major part of the evaluation process. An anecdotal record will be kept by each administrator of the activities of each teacher that contribute to their overall effectiveness including but not limited to the following items:

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1. Participation in school projects, program improvement activities, and community affairs.
2. The ability and willingness to maintain school discipline and enforce school rules.
3. Analysis of their students .progress as evidenced by the district testing program.
4. The quality, promptness, and accuracy of required records, reports and plans.
5. The quality of professional interactions with staff, students, parents and public.
6. The attendance record of the individual.

Annually, between May 1 and the close of school, a summary conference will be held between administrators and individual teachers. Each building administrator will prepare, as a basis for this conference, an annual written performance report for each teacher that is assigned to their building on a full time basis. This report will include summary evaluations of all of the information obtained in the aforementioned collection devices. An individual professional improvement plan will be developed by the administrator and teacher during this conference as a result of analyzing the annual performance report together. This plan shall be a written statement of actions developed by the administrator and teacher to correct deficiencies or to continue professional growth, time lines for their implementation, and the responsibilities of the teacher and the district for its implementation. Each teacher will have 10 days subsequent to the annual conference and signing of the annual performance report to enter into the record such performance data as was not included by the administrator. A copy of their annual performance report and the professional improvement plan shall be given to the teacher and a permanent copy will be entered in their personnel file. Itinerant teachers will be evaluated jointly by the building administrators in whose building they are assigned and the superintendent. The aforementioned evaluation process including the annual performance report and professional improvement plan will be conducted for itinerant teachers by the superintendent with the assistance of the building administrators.

Adopted: August 8, 1979

