

**WEST ESSEX REGIONAL SCHOOL DISTRICT**  
**PRINCIPAL EVALUATION SYSTEM COMPONENTS AND PROCESS SY 09-10**

**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.

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 a district.

**WEST ESSEX SCHOOL DISTRICT**  
**PRINCIPAL EVALUATION SYSTEM COMPONENTS AND PROCESS**

**Narrative**

The Board of Education recognizes that the continuing evaluation of administrators is essential to the achievement of the educational goals of the West Essex School District. The process is designed to support effective educational leadership by identifying clear goals and responsibilities, promoting professional excellence, and encouraging continued personal growth.

**Evaluation of Non-Tenured Administrators**

In accordance with State law and Board of Education Policy 3223, non-tenured administrators are evaluated three times annually by an appropriate Administrator. The goal of these evaluations is to identify and correct deficiencies, improve professional competence, establish a means for determining reemployment, and improve the quality of the educational program of this district.

**Evaluation of Tenured Administrators**

In accordance with State law and Board of Education Policy 3223, tenured administrators are evaluated once annually by an appropriate Administrator against criteria which evolve logically from the instructional priorities and program objectives set forth in the Administrator's job description. The goal of these evaluations is to promote their professional excellence and improve their skills, to enhance student learning and growth, and to provide a basis for the review of administrative performance.

The evaluation process for both tenured and non-tenured administrators includes:

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 conferences between the administrator and the evaluating supervisor;
3. The preparation of individual professional development plans;

4. The preparation by the evaluator of an annual written performance report that includes the administrator's performance areas of strength and weakness, an individual professional development plan developed jointly by the administrator and the evaluator, a statement of how these indicators relate to the effectiveness of the overall program and the performance of the individual administrator, and provision for entry into the record by the administrator, within ten working days after the signing of the report, of performance data not included by the evaluator; and

5. The annual summary conference between the administrator and the evaluator shall be held before the written performance report is filed. The conference shall include, but not be limited to, 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 development plan developed at the previous annual conference, and a review of available indicators of pupil progress and growth toward the program objectives.

**The West Essex Regional School District employs only five principals, hence for confidentiality reasons, no data is supplied.**

**WEST ESSEX REGIONAL SCHOOL DISTRICT  
WEST ESSEX BOARD OF EDUCATION'S TEACHER EVALUATION SYSTEM,  
SY2009-2010**

**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 the West Essex Regional 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.

**Description of Teacher Evaluation System**

A. Description of the Evaluation Process

As explained in Board Policy Nos. 3221 (Evaluation of Non-tenured Teaching Staff Members) and 3222 (Evaluation of Tenured Teaching Staff Members), the Board implements a comprehensive program for the evaluation of all teachers in the district.

The Board of Education recognizes the importance of implementing a program for the evaluation of non tenured teaching staff members in accordance with law for the purposes of identifying and correcting deficiencies, improving professional competence, improving the quality of instruction received by pupils of this district, and assisting the Board in determining the member's reemployment.

**Evaluation of Non-tenured Staff Members**

In accordance with State law and West Essex Regional Board of Education Policy 3221, non-tenured employees are evaluated three times annually by an appropriate administrator or supervisor with a summative evaluation twice annually. The goal of these evaluations is to identify and correct deficiencies, improve professional competence, establish a means for determining reemployment, and improve the quality of instruction received by pupils of this district.

## **Evaluation of Tenured Teaching Staff Members**

In accordance with State law and Board of Education Policy 3222, tenured employees are observed once annually by an administrator or supervisor against criteria which evolve logically from the instructional priorities and program objectives set forth in the teaching staff members' job description and are evaluated once annually. The goal of these evaluations is to promote professional excellence and improve the skills of tenured teaching staff members, improve student learning and growth, and provide a basis for review of staff performance.

The evaluation process for both tenured and non-tenured teachers includes:

1. Observation of classroom instruction;
2. Pre- and post-observation conferences between the teaching staff member and the administrator or supervisor;
3. Preparation of individual professional development plans;
4. Preparation by the administrator or supervisor of the written performance report, which shall include: the teaching staff member's performance areas of strength and weaknesses, an individual professional development plan developed by the member and the administrator or supervisor.
5. The administration of an annual summary conference between the administrator or supervisor and the member which shall include: the review of the member's performance, his/her progress toward the objectives set forth in the professional development plan developed at the previous annual conference, student assessments and growth toward program objectives, and the annual written performance report prepared by the Administrator or Supervisor.
6. The signing of the annual written performance report within five working days of the annual summary conference and the provisions that the member may, within ten working days of the signing of the report, augment the said report with additional performance data.

### **WEST ESSEX TEACHER EVALUATION RESULTS (2009-2010)**

Number of teachers meeting the District's criteria for acceptable performance	Number of Teachers in the District	Percent of Teachers in this District meeting these criteria
158	160	99%

**WEST ESSEX TEACHER EVALUATION RESULTS  
BY SCHOOL (2009-2010)**

School	Number of teachers meeting the District's criteria for acceptable performance	Number of Teachers in School	Percent of teachers in school meeting these criteria
HS	103	105	98%
MS	55	55	100%

H: Evaluation Procedures for Principals and Teachers