



PROCEDURE

TEACHING STAFF MEMBERS

Haddonfield
Board of Education

3222 / Page 1 of 24
Evaluation of Tenured Teaching
Staff Members (M)

3222 EVALUATION OF TENURED TEACHING STAFF MEMBERS (M)

The observation and evaluation of tenured 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.

A. Evaluation Criteria

1. 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.
2. Maintenance of job evaluation criteria shall be the responsibility of the Superintendent or Designee. Evaluation criteria will be reviewed regularly, and
 - a. Whenever the corresponding job description is revised,
 - b. On the request of a single job holder, or
 - c. On the request of a majority of persons holding a particular job.
3. Each tenured teaching staff member will be informed of the current evaluation criteria for his/her position by the 1st of September. Suggested revisions to evaluation criteria by job holders will be referred initially to the job holder's immediate supervisor for review.

B. Collection of Evaluation Data

Data will be gathered any one or more of the following evaluation methods:

1. Direct observation of the teaching staff member in the course of performing an assigned duty;



PROCEDURE

TEACHING STAFF MEMBERS

**Haddonfield
Board of Education**

3222 / Page 2 of 24
Evaluation of Tenured Teaching
Staff Members (M)

2. Review of a product from the teaching staff member that results from the performance of his/her assigned duties;
3. Interviews of the teaching staff member regarding his/her knowledge of assigned duties;
4. Paper and pencil instruments (such as competency tests, pupil surveys, and the like);
5. Audio visual monitoring of the teaching staff member in the performance of his/her assigned duties; and
6. Reference to previous performance reports.

C. Observations

1. Tenured teaching members will be evaluated at least once during each school year.
2. 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).
3. In the case of the tenured teaching staff member who is not regularly assigned to classroom instruction, the evaluator will confer with the employee at the beginning of each 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.
4. Each observation will be recorded on a separate form and a copy sent to the tenured teaching staff member within one (1) day prior to the observation conference.

D. Evaluations

1. A written evaluation of each tenured teaching staff member in the performance of his/her duties will be prepared within fifteen calendar days of each observation.
2. In addition to the evaluation following each observation or period of observation, the evaluator shall prepare a written evaluation of each tenured teaching staff member's total performance as an employee of the school district. This evaluation shall be submitted to the building principal sufficiently in advance of the conference to enable the building principal or the Superintendent to amend it. It will be appended to the evaluation based on performance observation and will be presented to the employee at the conference.



PROCEDURE

**Haddonfield
Board of Education**

TEACHING STAFF MEMBERS

3222 / Page 3 of 24
Evaluation of Tenured Teaching
Staff Members (M)

E. Post Observation Conferences

1. No later than fifteen calendar days after the observation of each classroom instructor, the teaching staff member and the evaluating supervisor shall hold a conference to discuss the evaluation reports prepared in accordance with D1 and D2 above.
2. The post observation conference will be conducted for the purpose of confirming the accuracy of the material collected, providing a forum for feedback, and providing assistance to the teaching staff member whenever the need for such aid is indicated. In addition, the evaluator must point up the effects of the observation (if any) on the teaching staff member's annual evaluation. Sufficient time should be scheduled for a full discussion of the issues involved.
3. Two copies of the written evaluation will be prepared and both the supervisor and the tenured teaching staff member shall sign each copy and retain one copy.
4. If the tenured teaching staff member so wishes, he/she may prepare a written disclaimer to the evaluation. Any such disclaimer will be appended to the evaluation, provided it is received not more than ten calendar days after the conference.
5. Each observation report will be filed in the teaching staff member's personnel file. A copy will be provided to the teaching staff member within two (2) working days of the conference.

F. Annual Performance Conference and Report

1. An annual performance conference will be held with each 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.
2. The annual performance conference will include a review of the:
 - a. Staff member's performance based upon his/her job description,
 - b. Staff member's progress toward the objectives of his/her Individual Performance Improvement Plan developed at the previous annual conference, and
 - c. Available indicators of pupil progress and growth toward their program objectives.
3. 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



PROCEDURE

TEACHING STAFF MEMBERS

**Haddonfield
Board of Education**

3222 / Page 4 of 24
Evaluation of Tenured Teaching
Staff Members (M)

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 solutions to any problems identified.

4. The annual performance report shall be signed by the evaluator at the time of the conference and by the tenured teaching staff member within five working days of the conference. The signature of the staff member shall not necessarily be construed to indicate assent with the report.
5. The teaching staff member will be allowed up to ten working days following the conference to add material to the report not included by the evaluator.
6. Each annual performance report will be filed in the teaching staff member's personnel file. A copy will be provided to the staff member within two (2) working days of the conference.

G. Individual Performance Improvement Plan

1. An Individual Performance Improvement Plan will be prepared annually for each tenured teaching staff member to correct deficiencies and to continue professional growth. The plan will derive from the applicable evaluation criteria and focus on the most important areas of professional growth for each staff member as determined from weaknesses identified in his/her evaluation.
2. The Individual Performance Improvement Plan will be prepared in cooperation with the teaching staff member whenever possible and shall include:
 - a. Areas of required growth,
 - b. Methods of achieving that growth,
 - c. A schedule for implementation of those methods, and
 - d. The responsibility of the teaching staff member and district for implementing the plan.
3. At the time of preparation of a Performance Improvement Plan, a review will also be made of the effort by the staff member to achieve the prior year's plan.
4. Copies of the Individual Performance Improvement Plan will be placed in the teaching staff member's annual performance report and given to the teaching staff member. The degree to which the teaching staff member achieved the requirements of the previous plan will be a measure of the staff member's annual performance evaluation.



PROCEDURE

**Haddonfield
Board of Education**

TEACHING STAFF MEMBERS

3222 / Page 5 of 24
Evaluation of Tenured Teaching
Staff Members (M)

5. It is the duty of the teaching staff member to implement the plan as prepared; his/her failure to do so may result in disciplinary action up to and including certification of tenure charges.

The following forms are to be used for evaluation:

1. Anecdotal Record Form
2. Evaluation Form for classroom observations and for periodic overall evaluations
3. Guidance Counselor Evaluation Form
4. Child Study Team Evaluation Form
5. Annual Performance Review/Professional Improvement Plan
6. Interim Evaluation Report
7. Collegial Observation Form (Pre-Observation Conference)
8. Collegial Observation Form (End of Year Reflection on Professional Growth)

Haddonfield Public Schools

Anecdotal Record Form

To: _____ Date: _____

From: _____ Re: _____

Please sign all three copies and return two copies.* If you wish a conference with me pertaining to the above evaluation, please make an appointment through the school secretary.

Teacher's Signature _____ Teacher's Conference Request: _____

Evaluator's Signature _____ Evaluator's Conference Request: _____

*The signature of the recipient indicates receipt of the document, not agreement with its contents.



Haddonfield Public Schools

Teacher Observation Report

Teacher: _____ **Date:** August **Building:** _____
Evaluator: _____ **Number of Students:** _____ **Grade/Subject:** _____
Announced: _____ **Unannounced:** _____

Explanation of Rating System

O- Observed **NO - Not Observed** **SC – See Comments** **NA – Not Applicable**

Domain A – PLANNING AND PREPARATION

1. Demonstrates familiarity with core curriculum standards and with students' background knowledge, skills, and/or experiences, and integrates these in planning.
2. Develops written plans that provide specific learning of long and short-term goals appropriate to the students' level and are aligned with the approved content standards.
3. Designs a coherent instructional plan, the foundation of which is inclusive of district curriculum and the New Jersey Core Curriculum Standards. During the lesson, connects the current lesson to previously learned or future content with a specific goal to enhance student learning.
4. Utilizes appropriate evaluation strategies, both formative and summative, which are aligned with the lesson objectives. Evaluations must be listed in the lesson plan and the most recent evaluation(s) are to be discussed in the review conference.
5. When and where appropriate, planning is differentiated around content, product, or process. Lesson plans clearly notate differentiation of content, product, or process.
6. Required or necessary accommodations and/or modifications with students' special learning or behavioral needs are evident in the lesson and discussed with the evaluator at the concluding conference.
7. There is evidence that formative data was used in the planning and preparation. This evidence is appropriately shared during the evaluation conference.
8. Student records are current

Commendations:

Recommendations:

Concerns:

Domain B – Student Learning Environment

Domain B – STUDENT LEARNING ENVIRONMENT

1. Expectations are communicated by the teacher, and students articulate the expectations to the observer.
2. Establishes and maintains effective classroom routines and procedures appropriate to the age and grade of the students.
3. Establishes an environment where the teaching resources are arranged to enhance student learning.
4. The classroom climate is marked by mutual respect and rapport from teacher to student, student to teacher, and student-to-student.
5. Flexible grouping is used when appropriate.
6. Transition time is efficient

Commendations:

Recommendations:

Concerns:

Domain C – INSTRUCTION

1. Shows an understanding of the curriculum/subject.
2. Teaching resources used were engaging for the students.
3. Communicates in clear and precise language about learning goals and instructional procedures that promote student understanding and participation.
4. Multiple discussion strategies were used.
5. Students were given specific and timely feedback.
6. Non-instructional tasks were kept to a minimum and handled efficiently.

Domain C – INSTRUCTION

7. If in a co-teaching environment, both teachers are fully engaged and working as equals.
8. Instruction is differentiated around content, product, or process. Specific examples are listed in the commendation section.
9. During discussions with students, students specifically identify times when differentiation of content, product, or process occurred in the class.
10. Clear examples of formative assessment are either evident in the class, are shared by the students with the observer, or shared by the teacher during the evaluation conference.
11. Technology was used during the lesson.
12. Evidence of students integrating technology in their learning was present.

Commendations:

Recommendations:

Concerns:

Summary of Observation:

Teacher Comments: (Optional)

Teacher's Signature*: _____

Date: _____

Administrator's Signature: _____

Date: _____

*The teacher's signature indicates only that he/she is aware of the contents of this report, not that he/she agrees with the report, in whole or part. The bargaining unit member has the right to rebut any part or all of this report as per the negotiated agreement.

**HADDONFIELD PUBLIC SCHOOLS
EVALUATION FORM**

GUIDANCE COUNSELOR

TEACHER: CLASS: SCHOOL:
DATE: OBSERVER: ANNOUNCED: UNANNOUNCED:
TIME: NUMBER OF STUDENTS:

This evaluation form is divided into three parts: Section I is for data collection to be used as a basis for the narrative in Section II. Section III is the overall rating for the dates indicated.

Section I – Data Collection:

KEY:

O – OBSERVED **N.O.** – NOT OBSERVED **N.A.** – NOT APPLICABLE **S.C.** – SEE COMMENTS

A. THE STUDENT/COUNSELOR CONFERENCE

- ___ 1. Plans thoroughly for conference.
- ___ 2. Establishes rapport to begin conference.
- ___ 3. Utilizes appropriate counseling techniques.
- ___ 4. Is aware of student needs.
- ___ 5. Adjusts counseling style to individual needs.
- ___ 6. Follows through on conference outcomes.

B. THE PARENT/COUNSELOR CONFERENCE

- ___ 1. Plans thoroughly for conferences.
- ___ 2. Displays tact and aplomb.
- ___ 3. Actively listens and responds appropriately.
- ___ 4. Inspires confidence and trust from parents.
- ___ 5. Recommends appropriate plans of action.
- ___ 6. Follows through on conference outcomes.

C. GROUP SESSION

- ___ 1. Prepares thoroughly for the session.
- ___ 2. Selects appropriate group guidance techniques for this session.
- ___ 3. Selects appropriate materials for the group.
- ___ 4. Demonstrates thorough knowledge of the topics to be covered.
- ___ 5. Monitors student understanding of the material discussed.

Section II – Narrative:

A. Evaluator's Comments:

Description

Commendation

Recommendations

B. Counselor's Comments:

Evaluator's Signature _____ Date: _____

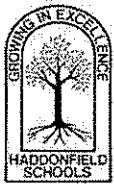
Performance Review Conference Date: _____

Counselor's Signature*: _____ Date: _____

*Note: Evaluator's descriptive comments and recommendation for improvement are required for areas needing improvement. The counselor's written response is also required within 15 calendar days of the receipt of the report for any rating of "unacceptable" or "does not meet district standards".

*Counselor's signature indicates receipt, not necessarily acceptance of evaluation. Counselor responses which are submitted within 15 calendar days may be included on a separate sheet and attached to this summary.

9/1/88 Approved
9/27/90 Corrected



Haddonfield Public Schools Non-Teaching Observation Report

Teacher: _____ **Date:** _____ **Building:** CST
Evaluator: _____ **Number of Participants:** _____ **Activity:** _____
Announced: _____ **Unannounced:** _____

Explanation of Rating System

NO - Not Observed **O- Observed** **SC – See Comments** **NA - Not Applicable**

Domain A – Planning and Preparation

1. Demonstrates familiarity with students' background, skills, needs, and experiences, and uses this knowledge during the activity.
2. Has appropriate forms and students files available for use during the activity.
3. Has ensured that the appropriate participants have been invited to the activity.
4. Has had appropriate contact with the participants to ensure they are prepared for the activity.
5. Utilizes appropriate evaluations to help structure the activity and guide the decision making processes.
6. When and where appropriate, includes other professionals who will enhance the activity.
7. Plans for required or necessary accommodations and/or modifications with participants' special learning or behavioral needs in mind.

Commendations:

Recommendations:

Concerns:

Domain B – Activity Environment

1. Expectations are communicated so that all are aware of the purpose of the activity and if asked can articulate the expectations.
2. Establishes and maintains effective routines and procedures appropriate to the activity.
3. Establishes an environment where the resources are available and utilized to enhance activity outcomes.
4. The activity climate is marked by mutual respect and rapport.

5. The facilitator encourages and promotes active and respectful participation of all in attendance at the activity.
6. The facilitator maintains the focus of the activity so that time is utilized efficiently.

Commendations:

Recommendations:

Concerns:

Domain C – Professionalism

1. Demonstrates respect and collaborative skills during the activity.
2. Demonstrates knowledgeable of current professional practices
3. Communicates clearly with all participants.
4. Works cooperatively with participants and shares ideas and information from current research.
5. Completes documentation accurately and promptly during and immediately following the activity
6. Complies with all policies and procedures related to the activity

Commendations:

Recommendations:

Concerns:

Domain E -- Technology

- NA 1. Technology was used during the activity.

Commendations:

Recommendations:

Concerns:

Summary of Activity:

Staff Member's Comments: (Optional)

Staff Member's Signature*: _____

Date: _____

Administrator's Signature: _____

Date: _____

*The teacher's signature indicates only that he/she is aware of the contents of this report, not that he/she agrees with the report, in whole or part. The bargaining unit member has the right to rebut any part or all of this report as per the negotiated agreement.



HADDONFIELD PUBLIC SCHOOLS

ANNUAL PERFORMANCE REVIEW

Teaching Staff Member: _____

School: _____

Administrator: _____

Review Date: _____

Progress on Professional Improvement Goals for the 2007-2008 School Year:

- ❖ Goal 1 –
 - Progress:
 - Future Growth:

- ❖ Goal 2 –
 - Progress:
 - Future Growth:

- ❖ Goal 3 –
 - Progress:
 - Future Growth:

Attendance Summary: September 1 to date of evaluation.

State Average Attendance Rate for Prior Year: 96%

At the end of this school year, attendance will be updated and an addendum added to this evaluation.

Reason	Days
Illness	
Personal	
Death of a Relative or Friend	
Family Illness	
Other – Explain below	
TOTAL	

Evaluator's summary statement regarding attendance:

Evaluator's Comments on Teacher Performance: Areas to include – planning and preparation; student learning environment; instructional practice; professionalism; use of technology.

Evaluator's Rating on Teacher Performance:

- _____ Meets District Standards
- _____ Is Inconsistent in Meeting District Standards
- _____ Does Not Meet District Standards

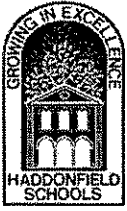
Teacher Comments: (Optional)

Teacher's Signature _____ Date: _____

Evaluator's Signature _____ Date: _____

Annual Performance Review Conference Date: _____

The teacher's signature is required within five days of the conference. The teacher's signature indicates receipt of this report, not necessarily agreement with the contents. The teaching staff member shall have the right to submit a written response to any material within this report within 15 days of the conference.



HADDONFIELD PUBLIC SCHOOLS

INTERIM EVALUATION REPORT

Teacher _____ Grade _____ School _____

Evaluator _____ Evaluation From: _____ To: _____

A. Evaluator's comments on instructional performance

B. Indicators of other professional responsibilities

- _____ 1. Assumes responsibilities beyond the classroom.
- _____ 2. Keeps knowledge and professional practices current.
- _____ 3. Works and communicates effectively with parents and community.
- _____ 4. Works cooperatively with colleagues and actively shares ideas, materials and methods.
- _____ 5. Sets proper examples for students through personal appearance, punctuality and attendance.
- _____ 6. Completes duties accurately and promptly.
- _____ 7. Assumes responsibility for student management throughout the building.
- _____ 8. Complies with policy, regulations and procedures.
- _____ 9. The teacher upholds the rules on equality in educational programs as specified under NJSA 18-A:36-20 Chapter 4,6:4-1.5 (see teacher handbook).

Key:

O-Observed N.O. - Not Observed N.A. - Not Applicable S.C. - See Comments

C. Evaluator's rating and comments on overall performance.

1. **Rating** _____ Meets district standards
 _____ Is inconsistent in meeting district standards
 _____ Does not meet district standards

2. **Comments:**

D. Teacher's Comments:

Evaluator's Signature: _____	_____
	Date
Performance Review: _____	_____
	Date
Teacher's Signature*: _____	_____
	Date

Note: Evaluator's descriptive comments and recommendation for improvement are required for areas needing improvement. The teacher's written response is also required within 15 calendar days of receipt of the report for any rating of "unacceptable" or "does not meet district standards."

*Teacher's signature indicates receipt, not necessarily acceptance of evaluation. Teacher responses which are submitted within 15 calendar days may be included on a separate sheet and attached to this summary.

9/1/88 Approved



HADDONFIELD PUBLIC SCHOOLS

Collegial Observation Form

Page 1 Pre-Observation Conference

Teacher to be Observed:

Colleague who will
be observing:

Date of Conference:

Date of
Observation:

Focus of Observation:

Lesson Objective:

Lesson Content:

Procedures:

Considerations/Concerns:

Feedback from
Conference:

Page 2
Observer's Notes

Teacher:
Date:
Class/Content:

Colleague:
Time/Period:
Number of
Students:

Observer's Notes	Comments/Questions/Reactions

Page 3
Teacher's Notes

Teacher:
Date:
Class/Content:

Colleague:
Time/Period:
Number of
Students:

Comments/Questions/Reactions

Page 4
Observation Documentation

This form is to be completed by the teacher within five days of the Post-Observation conference. Copies should be submitted to the immediate supervisor, the school office to be placed in your personnel file, and the Superintendent's office for your file.

Teacher:
Pre-observation
Conference
Date:
Post-
observation
Date:

Colleague:
Date of
Observation:

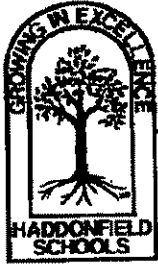
School:

Summary of Post-observation conference:

Implications for Teaching:

Teacher's
Signature

Colleague's
Signature



HADDONFIELD PUBLIC SCHOOLS

Collegial Observation Forms

End of Year Reflection on Professional Growth

This form is to be completed by the teacher and submitted to the immediate Supervisor by June 1st.

Area of Focus: (Copy from PPG)

Reflection: (Your reflection on how your Plan for Professional Growth evolved throughout the year. Describe the work you have done in your area of focus and its effect on your teaching.)

Teacher's Signature		Colleague's Signature:	
--------------------------------	--	-----------------------------------	--

Approved by BOE: 9/23/97