

NORTH HUNTERDON-VOORHEES REGIONAL HIGH SCHOOL DISTRICT'S
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. The information presented below will help you understand the North Hunterdon-Voorhees Regional High School District's policies and procedures for evaluating principals and assistant principals.

Confidentiality concerns: To protect the confidentiality of individual evaluations, The North Hunterdon-Voorhees Regional High School District is 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. The North Hunterdon-Voorhees Regional High School District has fewer than 10 principals.

Section 1. Description of Principal Evaluation System

The North Hunterdon-Voorhees Board of Education recognizes that the continuing evaluation of administrators is essential to the achievement of the educational goals of this district. In order to ensure the greatest benefit to the district of a program of administrator evaluation, the Board shall provide adequate resources for supervision and professional development, time for the proper conduct of evaluations, and time for in-service training to encourage improvement in job performance.

All administrators shall be evaluated in order to promote their professional excellence and improve their skills, to enhance pupil learning and growth, and to provide a basis for the review of administrative performance.

Each tenured administrator, except the Superintendent, shall be evaluated annually by appropriately certified and trained administrators or supervisors. The Superintendent shall, in consultation with administrators, develop procedures for the evaluation of tenured administrators that include, as a minimum:

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 preparations of individual professional development plans;

4. The preparation by the supervisor of an annual written performance report that includes the administrator's performance areas of strength and weakness, an individual professional development plan developed by the administrator, a summary of available indicators of pupil progress and growth and 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 record by the administrator, within ten working days after the signing of the report, of performance data not included by the supervisor; and
5. The annual summary conference between the administrator and the evaluating supervisor shall be held before the written performance report is filed. The conference shall include, but not 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. A review of the written performance report and the signing of the report shall be within five working days of the review.

Non-tenured administrators shall be evaluated for the purpose of identifying and correcting deficiencies, improving professional competence, establishing a means for determining reemployment and improving the quality of the educational program of the district.

The evaluation of non-tenured administrators shall be conducted by appropriately certified supervisors and shall include, as a minimum:

1. The observation of the administrator in the performance of duties not less than three times in each school year and not less than once in each semester;
2. The conduct of a conference between the non-tenured administrator and the evaluating supervisor no later than ten working days after each such observation; and
3. The preparation of a written evaluation report of the non-tenured administrator's total performance, which shall be signed and retained by both parties to the conference and may be augmented by the written disclaimer of the non-tenured administrator, provided that such disclaimer is submitted no later than ten working days after the conference.

Section 2. Evaluation Outcomes Tables

To protect confidentiality, DO NOT post on the website if your district has fewer than 10 principals.