

**UNION CITY BOARD OF EDUCATION
TEACHER EVALUATION SYSTEM
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 Union City Board of Education'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.

Section 1. Description of Teacher Evaluation System

According to the National Board for Professional Teaching Standards, "the fundamental requirements for proficient teaching are relatively clear: a broad grounding in the liberal arts and sciences; knowledge of the subjects to be taught, of the skills to be developed, and of the curricular arrangements and materials that organize and embody that content; knowledge of general and subject-specific methods for teaching and for the evaluation of student learning; knowledge of students and human development; skill in effectively teaching students from racially, and ethnically and socioeconomically diverse backgrounds and the skills, capacities and dispositions to employ such knowledge wisely in the interest of students."

The focus of the No Child Left Behind Act is to dramatically improve the academic achievement of all students with greater teacher accountability through data driven decision-making. Teachers are now asked to demonstrate that their students are successfully achieving the state's content standards and that they are teaching for understanding. This guide is intended to be a resource to provide guidance and support, and address the knowledge, character and performances judged to be essential for all teachers.

The Union City Board of Education recognizes the importance of implementing a program for the evaluation of nontenured 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.

The program of evaluation of nontenured teaching staff members shall include the observation and evaluation of each such employee in the performance of his or her duties by an appropriate supervisor no fewer than three times during each school year, but not less than once during each semester. Evaluations are to take place before April 30 of each year. The evaluations may cover that period between April 30 of one year and April

**UNION CITY BOARD OF EDUCATION
TEACHER EVALUATION SYSTEM
2009-2010**

30 of the succeeding year except in the case of the first year of employment where the three evaluations must be completed prior to April 30. The number of required observations and evaluations may be reduced proportionately when an individual teaching staff member's term of service is less than one academic year. Each evaluation shall be followed by a conference between the teaching staff member and his or her superior or supervisor(s). The purpose of the observation and evaluation of nontenured teaching staff members shall be to improve professional competence, identify deficiencies, extend assistance for the correction of such deficiencies, provide a basis for recommendations regarding reemployment, and improve the quality of instruction received by the pupils served by the school(s) in the district.

Supervisors shall make every effort to assist nontenured teaching staff members in the remediation of deficiencies disclosed by observation and evaluation and may conduct additional observations and evaluations. Supervisors should recognize the purposes of this policy cannot be realized by evaluations that do not record the weaknesses as well as the strengths of teaching staff members. Assessments that are less than honest and candid serve neither the professional growth of the employee nor the interest of the district in building a staff of highly competent, well-trained personnel. (N.J.S.A. 18A: 27-3.1 et seq., N.J.A.C. 6A: 9-8.6; 6A: 32-4.5)

***TEACHER EVALUATION**

A. 1. Nontenure teachers shall be evaluated by member of the administrative and supervisory staff of the local school district, who holds an appropriate certificate for the supervision of instruction, at least three (3) times in each school year, to be followed in each instance by a written evaluation report and by a conference between the teacher and his evaluating supervisor for the purpose of identifying weakness, if any, and strength, extending assistance for their correction and improvement in instruction.

2. Tenure teachers shall be evaluated by member of the administrative and supervisory staff of the local school district, who holds an appropriate certificate for the supervision of instruction at least one (1) time in each school year, to be followed by written evaluation report and by a conference between the teacher and his evaluating supervisor for the purpose of identifying weakness, if any, and strength, extending assistance for their correction and improvement in instruction's. **B. Observations**

1. Classroom visitations/observations shall not occur on the same day, nor shall any observation occur prior to the previous evaluation conference. In no case should any classroom observation or visitation for the specific purpose of evaluation, occur within ten (10) school days of the previous evaluation. All visitations/observations shall occur in the same work year.

2. Each observation shall be conducted for the duration of one (1) class period in a secondary school and in an elementary school for the duration of one (1) complete subject lesson.

3. Every supervisor has the duty to observe formally and evaluate a teacher if requested by teacher to do so.

**UNION CITY BOARD OF EDUCATION
TEACHER EVALUATION SYSTEM
2009-2010**

C. General Procedure for Evaluation of All Teachers

1. All monitoring or observations of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. The use of surveillance devices shall be strictly prohibited.
2. A teacher shall be given a copy of any written observation report or rating prepared by his evaluators and shall have the right to discuss such report or rating with his evaluator before it is submitted to the central office or placed in the teacher's personnel file. At least one (1) day prior to his meeting the teacher shall be given a copy of the written evaluation of his performance. No teacher shall be required to sign a blank or incomplete evaluation form. Each teacher shall acknowledge receipt of the evaluation by signing it, but the signature in no way implies the teacher's agreement with the evaluation.
3. Prior to any evaluation report the immediate supervisor of a teacher shall have had appropriate communication, including but not limited to all steps in paragraph 4 below and the provisions of Article 27, Section B of the C.B.A. with said teacher regarding his performance as a teacher.
4. Evaluation reports shall be presented to each teacher by his evaluating supervisor in accordance with the following procedure: a. Such reports shall be addressed to the teacher's. Such reports shall include, when pertinent: 1. Strengths of the teacher. 2. Weaknesses of the teacher. 3. Specific suggestions as to measures, which the teacher might take to improve his performance in each of the areas wherein weaknesses, have been indicated.
5. Conferences shall occur within five (5) school Days of the observation. The conference shall be held within the school day, at a time mutually agreed upon by teacher and evaluator and without loss of the teacher's duty frequency period.
6. A teacher shall have the right to representation in an evaluation conference where the individual teacher has reasonable cause to believe that the conference may resulting discipline.
7. Within ten (10) school days after the writing of the Staff Observation and Evaluation Report (which is to be prepared in three copies--one for the supervisor, one for the teacher and the original for the principal), he supervisor shall conduct a post-observation conference with the teacher. The purpose of the post-observation conference shall be to effectuate a co-operative critique of the lesson observed. The outcome of the conference Should be a mutually agreed professional improvement plan for as short a period as the supervisor and the teacher may agree to or along a period as they may agree to, but in no case longer than the current school year. The professional improvement plan should be based upon the lesson observed and relevant factors in areas outside the classroom, with particular attention to areas in which themed for improvement has been agreed to
- .8. Each teacher shall be entitled to add comments to the evaluation form and/or submit rebuttal to be attached within ten (10) school days after signing the evaluation form

**(AGREEMENT between THE UNION CITY BOARD OF EDUCATION AND THE UNION CITY EDUCATION ASSOCIATION, INC. NSTRUCTIONAL AND NON INSTRUCTIONAL MEMBERS covering the period Sept. 1, 2008 to Aug. 31, 2013 for Instructional Members)*

**UNION CITY BOARD OF EDUCATION
TEACHER EVALUATION SYSTEM
2009-2010**

Section 2. Evaluation Outcomes Tables

**UNION CITY BOARD OF EDUCATION
TEACHER EVALUATION RESULTS
SY 2009-2010**

SCHOOL	Number of teachers meeting the district's criteria for acceptable performance	Number of teachers in district (899 Teachers)	Percent of teachers in district meeting these criteria
Edison	81		
Veterans' Memorial	42		
Hudson	32		
Gilmore	30		
Robert Waters	73		
Jefferson	34		
Wilson	28		
Washington	63		
Roosevelt	62		
Emerson M.S.	71		
Union Hill M.S.	65		
Jose Marti Freshman Academy	59		
Union City H.S.	188		
Alternative Education	12		
Adult Education	8		
Union City Early Childhood Center	39		
Union City Day Care	4		
Total Teachers	891	899	99%