

Policy

SUPERVISION

The Jersey City Board of Education acknowledges that the purpose of supervision is to improve teacher performance in the classroom so that all students have an opportunity to achieve the Common Core State Standards in mathematics and language arts and literacy and the Core Curriculum Content Standards.

Required Training

Teaching staff members serving in job titles that require an instructional certificate issued pursuant to N.J.A.C. 6A:9-8 or 6A:9-11 shall complete training on the board adopted teaching practice observation instrument to be eligible to conduct observation for the supervision of teaching staff. Training shall include detailed descriptions of all aspects of the teaching practice evaluation instrument, as well as detailed and concrete descriptions of applied instrument use. The superintendent may allow training for other stakeholders.

All appropriately certified personnel pursuant to N.J.A.C. 6A:9 who will be observing teaching practice using the adopted teaching practice evaluation instrument shall complete training prior to observing teaching practice.*

Supervision

Each teacher employed in this district as of the effective date specified in code shall be responsible for fulfilling requirements for continuing education and for making annual progress toward the goal of 20 hours of state-approved professional development annually. Each teacher's professional development plan (PDP) shall incorporate appropriate steps toward this goal and shall be designed to assist teachers in obtaining and maintaining the knowledge and skills essential to student achievement of the Common Core State Standards and the Core Curriculum Content Standards. The professional development plan shall describe specific activities designed to provide guidance for that teacher in improving his/her performance. Such activities may include, but are not limited to, seminars, course work, day-long workshops, and classes on certain instructional approaches. Although supervisors shall develop professional development plans in collaboration with teachers, the superintendent shall maintain final authority in determining their appropriate content.

Supervisory assistance and support in achieving the 20 hours of state-approved continuing education shall be offered in the context of the district's evaluation process, negotiated agreements, other policies, student safety and well-being, continuity of instruction, and budgetary constraints.

The superintendent shall develop procedures for supervision of the teaching and administrative staff in performance of their duties that shall not be limited to the observations required for evaluation. Such supervision may include, but need not be limited to, review of lesson plans and teacher-made examinations; regularly scheduled curriculum conferences; and brief, informal classroom observations. The supervisor shall note the teacher's satisfactory fulfillment or non-fulfillment of continuing education requirements identified in the professional development plan.

This policy shall be distributed to each teaching staff member at the beginning of his/her employment.

Adopted: March 13, 2008
NJSBA Review/Update: March 2013
Readopted: October 17, 2013

***Note:** Teaching staff members serving in job titles that require an instructional certificate issued pursuant to

SUPERVISION (continued)

N.J.A.C. 6A:9-8 or 6A:9-11 shall complete training on the board adopted teaching practice observation instrument by July 1, 2013. Teaching staff members hired after May 1, 2013 must be trained prior to August 31, 2013.

All appropriately certified personnel pursuant to N.J.A.C. 6A:9 who will be observing teaching practice using the adopted teaching practice evaluation instrument shall complete training by August 31, 2013. Observers hired after August 31, 2013 must complete training prior to observing teaching practice.

The superintendent shall report to the Department of Education by April 30, 2013 and August 31, 2013 on the progress of implementation of the requirements in accordance with Department guidelines.

Key Words

Continuing Education, Professional Development Plans, Personnel Supervision, Supervision

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:4-15	General rule-making power
	<u>N.J.S.A.</u> 18A:4-16	Incidental powers conferred
	<u>N.J.S.A.</u> 18A:6-10 <u>et seq.</u>	Dismissal and reduction in compensation of persons under tenure in public school system...
	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:27-3.1 through -3.3	Non-tenured teaching staff; observation and evaluation; conference; purpose ...
	<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
	<u>N.J.S.A.</u> 18A:29-14	Withholding increments; causes; notice of appeals
	<u>N.J.A.C.</u> 6:30-2.1(a)8	Purpose and program descriptions
	<u>N.J.A.C.</u> 6A:9-15.1 <u>et seq.</u>	Required Professional Development for Teachers
	<u>N.J.A.C.</u> 6A:10-2.2	Evaluation of teaching staff members
	<u>N.J.A.C.</u> 6A:10-2.3	Evaluation of tenured teaching staff members
	<u>N.J.A.C.</u> 6A:10-2.4	Evaluation of nontenured teaching staff members

Possible

<u>Cross References:</u>	2130	Administrative staff
	*2131	Superintendent
	4000	Concepts and roles in personnel
	4010	Goals and objectives
	*4112.6/4212.6	Personnel records
	*4116	Evaluation
	*4117.41	Nonrenewal
	*4131/4131.1	Staff development; inservice education/visitations/conferences
	*4215	Supervision
	*4216	Evaluation
	*6143.1	Lesson plans
	*6200	Adult/community education

*Indicates policy is included in the Critical Policy Reference Manual.