

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: SUPERVISION

The Board acknowledges that the purpose of supervision is to improve teacher performance in the classroom so that all students have an opportunity to achieve the Core Curriculum Content Standards.

The Chief School Administrator shall ensure development of procedures for observation, supervision and evaluation of all employees so that optimum support is provided for the educational program.

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 100 clock hours of state-approved professional development every five years. Each teacher's professional improvement plan (PIP) 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 state's Core Curriculum Content Standards. The professional improvement 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 improvement plans in collaboration with teachers, the Chief School Administrator shall maintain final authority in determining their appropriate content.

Supervisory assistance and support in achieving the 100 clock 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 Chief School Administrator 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 as prescribed by the state, noted in the collective bargaining agreement, or found elsewhere in Board Policy. The supervisor shall note the teacher's satisfactory fulfillment or non-fulfillment of continuing education requirements identified in the professional improvement plan.

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

Legal References:

N.J.S.A. 18A:4-15 General rule-making power
N.J.S.A. 18A:6-10 through -17 Dismissal and reduction in compensation of persons under tenure in public school system ...
N.J.S.A. 18A:7A-5 Major elements; guidelines
N.J.S.A. 18A:27-3.1 through -3.3 Non-tenured teaching staff; observation and evaluation; conference; purpose ...
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:29-14 Withholding increments; causes; notice of appeals
N.J.A.C. 6:3-4.1 Supervision of instruction: observation and evaluation of nontenured teaching staff members
N.J.A.C. 6:3-4.3 Evaluation of tenured teaching staff members
N.J.A.C. 6:30-2.1(a)8 Purpose and program descriptions
(Adult education programs)

Cross References:

2131 Chief school administrator
4112.6 Personnel records
4117.41 Non-renewal
4131/4131.1 Staff development; inservice education/visitations/ conferences
4215 Supervision
4216 Evaluation
6143.1 Lesson plans
6200 Adult/community education

Adopted: August 28, 1989

Revised: June 30, 1997

Revised: November 19, 2007