

SUPERVISION

The Holmdel Township 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 Core Curriculum Content Standards.

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 superintendent 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 Holmdel Township Board of Education directs the superintendent to 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; brief, informal classroom observations, and formal, scheduled and unscheduled classroom observations. The supervisor shall note the teacher's satisfactory fulfillment or nonfulfillment of continuing education requirements identified in the professional improvement plan.

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All monitoring or observations of the work performance of teaching staff shall be conducted openly with full knowledge of the teaching staff member. The use of eavesdropping, public address, audio systems, and similar surveillance devices shall be strictly prohibited.

The supervision of professional staff will be conducted in accordance with state law and regulation as well as with the contractual agreement.

Source: Regular Board Meeting

Date: August 20, 1986

Revised: April 1, 1996

Revised: September 12, 2001

Legal References:

<u>N.J.S.A.</u>	18A:4-15	General rule-making power
<u>N.J.S.A.</u>	18A:6-10	
	through -17	Dismissal and reduction in compensation of persons under tenure in public school system. . .
<u>N.J.S.A.</u>	18A:7A-5	Major elements; guidelines
<u>See particularly:</u>		
<u>N.J.S.A.</u>	18A:7A-5g	
<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>	6:3-4.1	Supervision of instruction: observation and evaluation of nontenured teaching staff members
<u>N.J.A.C.</u>	6:3-4.3	Evaluation of tenured teaching staff members
<u>N.J.A.C.</u>	6:30-2.1(a)8	Purpose and program descriptions (Adult education programs)

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Possible

Cross References:

2130	Administrative staff
*2131	Chief school administrator
4000	Concepts and roles in personnel
4010	Goals and objectives
*4112.6	Personnel records
*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.

