
SUPERVISION

The Oxford 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 Common Core 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 Common Core 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.

Instructional Staff

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. The supervisor shall note the teacher's satisfactory fulfillment or non-fulfillment of continuing education requirements identified in the professional improvement plan.

The Personnel Committee of the Oxford Township board of Education shall meet annually with the chief school administrator to review the performance of all instructional staff. The committee will then report to the committee of the whole annually during the month of April. The committee of the whole will review the performance of all members of the certified teaching staff. The chief school administrator will present recommendations concerning the issuance of contracts and granting salary increments of the certificated and non-certificated staff. The meeting will be held in closed session in conformance with the provisions of the Open Public Meeting Act.

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

Support Staff

The chief school administrator shall ensure development of procedures for observation and supervision of all employees so that optimum support is provided for the educational program.

Such observation and supervision shall not be limited to that which is required for effective performance evaluation. The board will meet following the same time and guidelines outlined in the previous section of the policy.

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

Revise and Updated Policy

Review/ Update and Adoption: August 16, 2007

Review Date: December 29, 2010 – No Changes

Review Date: July 26, 2012

Revision and Adoption: August 23, 2012

Review Date: December 28, 2016 – No Changes

<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:32-4.4	Evaluation of tenured teaching staff member
	<u>N.J.A.C.</u> 6A:32-4.5	Supervision of instruction: observation and evaluation of non-tenured teaching staff members

Possible

<u>Cross References:</u>	2130	Administrative staff
	2131	Chief school administrator
	4000	Concepts and roles in personnel
	4010	Goals and objectives
	4112.6	Personnel records
	4116	Evaluation
	4117.41	Non-renewal
	4131/4131.1	Staff development; in-service education/visitations/conferences
	4215	Supervision
	4216	Evaluation
	6143.1	Lesson plans
	6200	Adult/community education

Key Words

Continuing Education, Professional Improvement Plans, Personnel Supervision, Supervision