

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.

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. 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 distributed to each teaching staff member at the beginning of his/her employment.

Date: Reviewed: November 14, 2012, December 12, 2012
 Adopted: January 7, 2013

Legal References: Use legal reference sheet.

Cross References: List your appropriate policies. See legal reference sheet for possibilities.

Key Words

Continuing Education, Professional Improvement Plans, Personnel Supervision, Supervision

Legal ReferencesSUPERVISION

QSAC Monitored:

Section 2: Instruction

Section 5: Personnel

Mandated:

[N.J.A.C. 6A:32-4.5 \(b\)](#) requires written policy on supervision of instruction.

Other Reasons:

[N.J.A.C. 6A:9-15.1 et seq.](#) requires that teachers receive assistance and support in achieving the requirement of 100 clock hours of continuing education every five years.

Recommendation:

A policy governing supervision of all certified staff except the chief school administrator, who is dealt with in a separate policy. A statement of philosophy of supervision should include reference to district purposes and goals for continuing education. It should be emphasized that assistance and support in achieving the state requirement for 100 clock hours of approved professional development every five years will be offered in the context of the terms of negotiated agreements, other policies, student safety and well-being, continuity of instruction, and budgetary constraints. This policy should make it clear that the supervisor will identify continuing education activities that could improve the teacher's instructional skills so that students can meet the Core Curriculum Content Standards.

Legal References:

[N.J.S.A. 18A:4-15](#) General rule-making power

[N.J.S.A. 18A:4-16](#) Incidental powers conferred

[N.J.S.A. 18A:6-10 et seq.](#) Dismissal and reduction in compensation of persons under tenure in public school system ...

[N.J.S.A. 18A:11-1](#) General mandatory powers and duties

[N.J.S.A. 18A:27-3.1 through -3.3](#) Non-tenured teaching staff; observation and evaluation;

[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. 6:30-2.1(a)8 Purpose and program descriptions

[N.J.A.C. 6A:9-15.1 et seq.](#) Required Professional Development for Teachers

[N.J.A.C. 6A:32-4.4](#) Evaluation of tenured teaching staff member

[N.J.A.C. 6A:32-4.5](#) Supervision of instruction: observation and evaluation of non-tenured teaching staff members

Possible Cross References:

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](#) 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.