

LOWER TOWNSHIP ELEMENTARY SCHOOL DISTRICT
PRINCIPAL EVALUATION SYSTEM
FOR THE
2009 – 2010 SCHOOL YEAR

INTRODUCTION

All New Jersey school districts are required to provide information to the public regarding procedures used to evaluate teachers and principals in order to be eligible to receive federal funds under Phase 2 of the State Fiscal Stabilization Fund Program. The goal of the survey is to enable State officials, parents, local educators and other stakeholders to better understand the process and procedures used during the 2009 – 2010 school year to evaluate instructional staff members of the Lower Township Elementary School District.

DISCLOSURE STATEMENT

To protect educator confidentiality, districts are not required to post a district summary of Principal Evaluations provided there are less than 10 principals in the district.

EVALUATION SYSTEM DESCRIPTION

Lower Township Elementary School District's Principal Evaluation System incorporates quantitative and qualitative aspects of educational leadership. Performance in this position is evaluated in accordance with the provisions of the Board of Education's policy on evaluation of certified staff.

EVALUATION INSTRUMENT

The Administrative Evaluation format is designed to focus on the elements of effective educational leadership. The report contains both a numeric scoring system identifying 10 Key Indicators of Performance followed by a summative narrative statement. Key Indicators are assessed using a descending numeric scale to correspond with the appropriate level of achievement in each criterion. Principals are evaluated based on the following point scale:

1 point	=	Above Expectations
2 points	=	Meets Expectations
3 points	=	Needs More Growth
4 points	=	Lower Performance Indicated

The 10 Performance Domains evaluated are described below:

- Knowledge (Extent of information and knowledge needed to function as supervisor)
- Planning (Degree to which careful planning is done prior to action being taken)
- Follow Through (Evidence that planning and actions are carried out to a successful conclusion)
- Organization (Extent to which own work is well organized as well as that of those supervised)
- Initiative (Evidence of ability to originate and develop constructive ideas and actions. Seeks new ways of doing things)
- Decision Making (Degree to which decisions are sound, timely and effectively carried out)
- Communication (Extent to which both supervisors, subordinates and staff are kept well informed)
- Ability to Motivate (Evidence of ability to inspire/challenge those whose performance is supervised)
- Ability to Develop (Extent of ability to promote development and growth of those directed or supervised)
- Management Control (Appreciates the need for controls, exercises maintenance of control over processes)

Hence, the lower the numeric total equates to the higher the level of excellence in their role as principal. The primary goal of a principal is to successfully provide leadership and managerial oversight to the instructional program and school operations ensuring a school climate that fosters educational development of each pupil. The purpose of the evaluation is to determine individual proficiency in this endeavor.

Within ten days of each evaluation, a post-evaluation conference takes place where the principal and their evaluator reflect upon the Key Performance Indicators, leadership goals, school operations and suggestions for furthering educational development and student achievement.

EVALUATOR QUALIFICATIONS

Either the Superintendent or the Director of Educational Programs performed all administrative evaluations during 2009-2010. Following the post-evaluation conference, all written evaluations are forwarded to the superintendent for review.

EVALUATION PROCESS FOR TENURED PRINCIPALS

Tenured principals receive one formal written administrative evaluation per school year.

EVALUATION PROCESS FOR NON-TENURED PRINCIPALS

Non-tenured principals receive three formal written administrative evaluations per year.

Within ten days of each evaluation, a post-evaluation conference is held where the principal and their evaluator reflect upon the Key Performance Indicators, leadership goals, school operations and suggestions for furthering educational development and student achievement.

SUMMARY

Each school is an educational community where children are paramount and the positive culture is directly related to the power of its leadership. The Principal Evaluation System in the Lower Township Elementary School District reflects accountability for student achievement, continuous teacher improvement and correspondence to the District Vision Statement:

THE LOWER TOWNSHIP SCHOOL DISTRICT BELIEVES THAT ALL STUDENTS – REGARDLESS OF GENDER, ECONOMIC STATUS, CULTURAL HERITAGE OR INDIVIDUAL LEVEL OF ABILITY AND INTEREST - WILL BE ABLE TO ACHIEVE THE CORE CURRICULUM CONTENT STANDARDS BECAUSE THEY WILL HAVE UNLIMITED ACCESS TO PEOPLE, TO A VAST ARRAY OF CURRICULUM AND INSTRUCTION OFFERED IN THE STATE, AND IN PARTICULAR TO INFORMATION AND IDEAS NO MATTER WHERE THEY EXIST. WE BELIEVE THAT STUDENTS' COMMAND OF THESE CONTENT AREAS AND AN UNDERSTANDING OF THE INTERRELATIONSHIPS OF ALL CURRICULAR AREAS AND TECHNOLOGY IS CRITICAL TO THEIR BECOMING PRODUCTIVE CITIZENS AND LIFE-LONG LEARNERS IN AN INCREASINGLY TECHNICAL AND GLOBAL SOCIETY.

The Principal Evaluation System connects to the Professional Growth Plan of each principal by encouraging self-reflection on the standard/specific area selected to be the focus of his or her three-year Professional Growth Plan.

All principal administrative evaluation documents are securely maintained in the Lower Township Elementary School District's Office of the Superintendent.

LOWER TOWNSHIP SCHOOL DISTRICT PRINCIPAL EVALUATION RESULTS 2009 – 2010 SY

DISTRICT SUMMARY

The Lower Township School District had four principals employed during the 2009-2010 school year. To protect principal confidentiality, districts are not required to post a summary of Principal Evaluations provided there are less than 10 principals in the district.