

HARRISON TOWNSHIP SCHOOL DISTRICT  
MULLICA HILL, NEW JERSEY

FILE CODE 3224

Monitored

Mandated

Other Reasons

**EVALUATION OF PRINCIPALS, VICE-PRINCIPALS,  
AND ASSISTANT PRINCIPALS**

The Board of Education recognizes the importance of Principal, Vice-Principal, and Assistant Principal effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3224 for the evaluation of Principals, Vice-Principals, and Assistant Principals consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for Principal, Vice-Principal, and Assistant Principal evaluations consistent with TEACHNJ and AchieveNJ.

The rules in N.J.A.C. 6A:10 – Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013, and no collective bargaining agreement entered into after July 1, 2013 shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in written performance reports and all information collected, compiled, and/or maintained by employees for the evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq. shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:A-1 et seq.

The Board shall annually adopt evaluation rubrics for Principals, Vice-Principals, and Assistant Principals which shall be submitted to the Commissioner by June 1 for approval by August 1 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 10-2.2(a) for the annual evaluation of Principals, Vice-Principals, and Assistant Principals and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-10-2.2(b) are followed when implementing the evaluation rubrics for all Principals, Vice-Principals, and Assistant Principals. A District Evaluation Advisory Committee shall be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for Principals, Vice-Principals, and Assistant Principals as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each Principal, Vice-Principal, and Assistant Principal rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

The components of the principal evaluation rubrics as described in N.J.A.C. 6A:10-5 shall apply to Principals, Vice-Principals, and Assistant Principals. Measures of student achievement, as outlined in N.J.A.C. 6A:10-5.2, shall be used to determine impact on student learning. Principal, Vice-Principal, and Assistant Principal observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-5.4. The Superintendent or designee shall conduct observations for the evaluation of Principal pursuant to N.J.A.C. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b). A Principal, or the Superintendent or designee, shall conduct observations for the evaluation of Vice-Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.

The principal practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-6.3.

The Superintendent shall annually notify all Principals, Vice-Principals, or Assistant Principals of the adopted evaluation policies and procedures / regulations no later than October 1. If a Principal, Vice-Principal, or Assistant Principal is hired after October 1, the Superintendent shall notify the Principal, Vice-Principal, or Assistant Principal of the policies and procedures / regulations at the beginning of his or her employment. All Principals, Vice-Principals, and Assistant Principals shall be notified of amendments to the policy and procedures / regulations within ten Principal, Vice-Principal, or Assistant Principal working days of adoption.

**Legal References:**

N.J.S.A. 18:6-117 et seq.

N.J.A.C. 6A:10-1.1 through 1.4

N.J.A.C. 6A:10-2.1 through 2.5

N.J.A.C. 6A:10-5 through 5.4

N.J.A.C. 6A:10-6.1 and 6.3

**Board Approval: January 27, 2014**