

Preparing Administrator Scores for the 2016-17 NJSMART Staff Evaluation Submission

Between 2013 and 2016 the Evaluation Leadership Instrument was a required component of Principal/VP/AP evaluation under AchieveNJ and was one of the measures of principal practice. The Evaluation Leadership Instrument was made optional beginning 2016-17 school year. The [NJSMART Staff Evaluation Submission Data Handbook](#) provides the following guidance:

AdministratorPracticeScore (NJ DOE Number 199)

Definition of Data Element

Administrator practice is evaluated as measured on a practice instrument taken from the [state-approved list](#). In addition, districts have the option to use the [State Principal Evaluation Leadership Instrument](#) or the [State Assistant/Vice Principal Evaluation Leadership Instrument](#) as a second measure of school leader practice. Whether using this second option or only one instrument, for Principals and APs/VPs, the administrator practice score will represent 50% of their Summative Rating.

For 2016-17, NJSMART removed the Evaluation Leadership Instrument column from the Staff Evaluation Submission. As a result, the NJSMART system does not expect this particular element to be uploaded (even as a blank value) for the current submission. If a user uploads a file which contains the header of *AdministratorEvaluationLeadershipScore* the file will fail to upload. Below is guidance on how to prepare files for upload in light of this change.

1. If the district **did not use the Evaluation Leadership Instrument** in 2016-17
 - a. Remove the column header *AdministratorEvaluationLeadershipScore* from the file being prepared for upload.
 - b. Upload file according to district procedures.
2. If the district **did use the Evaluation Leadership Instrument**
 - a. Calculate a score for the Evaluation Leadership Instrument and a score for Observations (on a 1-4 scale)
 - b. Combine the scores from (a) into a single Administrator Practice Score.
Districts have discretion on the weights of each of the subcomponents that comprise their practice score.

Example

Evaluation leadership score = 3.2

Observation score = 3.45

Evaluation leadership score weight = 0.4

Observation score weight = 0.6

Administrator Practice score = $(3.2 \times 0.4) + (3.45 \times 0.6) = 3.35$

- c. Ensure that the system is set so that only the calculated Administrator Practice Score will upload in addition to other required values for administrator evaluation (SGO Average, Administrator Goals).
- d. Upload file according to local procedures.

Note:

NJSMAART has updated its guidance based on the information above and has contacted the State's student information system providers with this guidance. If you are experiencing upload difficulties, please work with your vendor to resolve.