

Requirements and Resources for Teacher Evaluations

Component		State Requirement(s)*	State Deadline(s)*	Resources
District Evaluation Advisory Committee (DEAC)		Must oversee & guide planning & implementation of district evaluation policies & procedures, including specified members	<ul style="list-style-type: none"> Must be in place each year through 2017-18 	<ul style="list-style-type: none"> DEAC Corner Web Page DEAC Recommendations from Pilot Districts
School Improvement Panel (SciP)		SciPs including teachers must be formed in all schools to oversee & support teacher evaluation, mentoring, & PD	<ul style="list-style-type: none"> Must be in place by August 31 	<ul style="list-style-type: none"> SciP Overview SciP Guidance 1.0 SciP Corner Web Page
Training	Evaluation Rubric Notification	All teaching staff members must be notified of policies & procedures related to rubric	<ul style="list-style-type: none"> Must be given by October 1 	<ul style="list-style-type: none"> NJAC 6A:10-2.2(a3)
	Teacher Training	Teachers must be trained on each component of evaluation; more thorough training for teachers new to district	<ul style="list-style-type: none"> Must occur annually; State recommends this happen prior to a teacher's first observation 	<ul style="list-style-type: none"> Teacher Evaluation Web Page Teacher Practice Overview
	Evaluator Training	Thorough training for observers on district practice instrument, plus yearly refresher training	<ul style="list-style-type: none"> Must be complete prior to first observation for the purpose of evaluation 	<ul style="list-style-type: none"> Teacher Evaluation Web Page
Evaluators	Qualifications	Must be appropriately certificated staff member employed in supervisory role and capacity	<ul style="list-style-type: none"> Must be determined prior to observation for purpose of evaluation 	<ul style="list-style-type: none"> Teacher Practice Overview
	Co-observations	Each observer must complete 2	<ul style="list-style-type: none"> During each school year 	<ul style="list-style-type: none"> Teacher Practice Overview
Teacher Observations		Each non-tenured teacher must receive at least 3 and each tenured teacher must receive at least 2 with various pre-/post-conference and evaluator requirements; see resources	<ul style="list-style-type: none"> Non-tenured teachers: Must be done by 4/30 (notification of contract status by 5/15) Tenured teachers: Must be done prior to Summary Conference 	<ul style="list-style-type: none"> Teacher Practice Overview Evaluating Teachers with Extended Leaves Summary of Legal Requirements for Teacher Evaluation and Tenure Cases
SGOs	Objectives Set	Teachers must set SGO(s) with supervisor collaboration and principal approval	<ul style="list-style-type: none"> Must be done by October 31 	<ul style="list-style-type: none"> 2014-15 SGO Guidebook SGO 2.0 Presentation SGO Web Page
	Adjustments Finalized	Teachers/supervisors may make any appropriate modifications to SGOs with CSA approval	<ul style="list-style-type: none"> Must be done by February 15 	<ul style="list-style-type: none"> Assessing and Adjusting SGOs SGO Quality Assessment Presentation
	Assessments Complete	1-2 SGOs must be assessed	<ul style="list-style-type: none"> When data is available; preferably by Summary Conference 	<ul style="list-style-type: none"> Administering and Scoring SGO Assessments

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Teacher Evaluation Scoring	Teacher Practice	Each teacher must receive 1.0-4.0 numerical score based on observation instrument	<ul style="list-style-type: none"> Must be done by Summary Conference 	<ul style="list-style-type: none"> Teacher Evaluation Scoring Guide
	SGO	Each teacher must receive 1.0-4.0 numerical score based on 1-2 SGOs (average if 2 SGOs)	<ul style="list-style-type: none"> When data is available; preferably by time of Summary Conference 	<ul style="list-style-type: none"> SGO Scoring Checkpoints and Considerations SGO Scoring Checklist Administering and Scoring SGO Assessments
	mSGP (if applicable)	Qualifying teachers receive 1.0-4.0 numerical score based on student growth on state assessment	<ul style="list-style-type: none"> Provided by NJDOE in fall/winter of following school year 	<ul style="list-style-type: none"> mSGP Conversion Chart 2013-14 mSGP Report User Guide 2013-14 mSGP Report Memo
	Summative Rating	Each available weighted component must be added to derive a 1.0-4.0 summative rating	<ul style="list-style-type: none"> When data for all components is available 	<ul style="list-style-type: none"> Teacher Evaluation Scoring Guide Calculate Your Rating Tool
Annual Summary Conference		All teaching staff members participate in conference with supervisor/administrator to review evaluation results	<ul style="list-style-type: none"> Must be done by end of school year 	<ul style="list-style-type: none"> Optional non-mSGP form (Word PDF) Optional mSGP form (Word PDF) Evaluation of Teachers with Extended Leaves
Individual Professional Development Plans	Professional Development Plan (PDP)	Must address at least one area derived from results of observations & evidence in previous evaluation	<ul style="list-style-type: none"> Must be created at end of school year for following year OR within 30 instructional days of arrival in a new district 	<ul style="list-style-type: none"> Overview of PDP and CAP Requirements Optional PDP Template and Sample (Word PDF) Optional Blank PDP Template (Word)
	Corrective Action Plan (CAP)	Replaces PDP for any teacher rated Partially Effective or Ineffective on most recent evaluation; includes mid-year evaluation & at least one additional observation	<ul style="list-style-type: none"> Must be in place by 10/31 if rating assigned by end of previous year OR within 25 working days of receiving the rating (if after start of school year) 	<ul style="list-style-type: none"> Overview of PDP and CAP Requirements Optional CAP Template and Sample (Word PDF) Optional Blank CAP Template (Word)
Tenure Implications		Various interventions for educators rated Ineffective or Partially Effective; see resource	<ul style="list-style-type: none"> See CAP section above and resource adjacent 	<ul style="list-style-type: none"> Summary of Legal Requirements for Evaluation and Tenure Cases
Data Submissions	Course Roster	Districts must submit course roster information for teachers	<ul style="list-style-type: none"> Must be done by specified date each summer; practice submission window occurs prior to official due date 	<ul style="list-style-type: none"> Course Roster Verification and Submission Guide
	Staff Evaluation Data	Districts must submit evaluation component data for teachers		<ul style="list-style-type: none"> Evaluation Data Collection Memo NJSMART Submission Guide

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