

# New Jersey Department of Education

---



## **COVID-19 School Closures: Guidance for Completing Observations for Provisional Status Teachers and Nontenured Educators**



# Flexibility for All Tenured Educators in Good Standing: SY 2019-20



- All tenured teachers, principals, APs, VPs and other certificated staff in good standing will be marked Not Evaluated (NE) for their summative rating.
  - “In good standing” is defined as those whose previous year’s rating was Highly Effective or Effective
- Districts will report NE (Not Evaluated) in local and state records for the 2019-2020 school year.



# Teachers, Principals, APs, VPs and Other Certificated Staff Currently on a Corrective Action Plan (CAP)



- These educators will receive an “NE” rating for the 2019-2020 school year.
- Coaching should continue for the remainder of the 2019-20 school year.
- The CAP will be in place for the start of the 2020-2021 school year.
- At the start of SY 2020-21, the educator and supervisor should collaboratively review the CAP and amend it to reflect the educator’s assignment and context.



# Local Flexibility for Educators Currently on a Corrective Action Plan (CAP)



- Districts have local flexibility to complete observations for educators currently on CAPs who have been progressing towards an Effective or Highly Effective rating.
- To issue a summary score for an educator on a CAP, please apply the guidance provided for nontenured educators to develop a summative rating for these educators.
- Please contact [edueval@doe.nj.gov](mailto:edueval@doe.nj.gov) with any questions.



# Educators Requiring Summative Scores



- Districts will be required to complete the evaluations of educators in two categories:
  - Teachers working under a provisional certification
  - Nontenured Teachers, Principals, APs, VPs and Other Certificated Staff
- Requirements:
  - These educators must have a minimum of two observations.
  - Observations must have been conducted before the district closed.
  - They must receive a summary conference.
  - No measures of student learning will be included in the summative rating.



# Completing Second Observations for Those Educators Needing Them



- The remaining presentation contains the recommended procedure regarding the completion of evaluations for provisional status teachers and nontenured educators who only had one observation completed prior to the closing of school buildings.
- Remaining observations should be completed through the submission of a “Portfolio of Practice.”
- The portfolio must reflect a window of time before the district closed and be aligned to the relevant educator practice instrument.



# Observations for the Remainder of the 2019-20 School Year



- Observations are defined as “a method of collecting data on the performance of a teaching staff member's assigned duties and responsibilities.” (*N.J.A.C. 6A:10-1.2*)
- The Portfolio of Practice:
  - Replaces the traditional twenty-minute single classroom observation with an equivalent method.
  - Allows educators to showcase their professional practice with a set of artifacts, stretched out over a period of weeks.



# Observation Window Basics



- We recommend using an observation window from a two to three weeks through up to two months.
- Windows must be mutually agreed upon.
- Windows cannot open until after the date the first observation post-conference was completed.
- An observation window cannot extend beyond the last day the district was open.
  - Example: An educator's first observation conference was completed on January 8, and the district's last official day open was March 13, so the observation window could be a two-month period between January 13 and March 13.





# Portfolio Basics

- Educators gather artifacts of their work completed during the observation window which are aligned to the observation instrument's domains and indicators.
- This is not meant to be a large portfolio:
  - Predetermine which domains are critical (were not well represented in the first observation or are critical for every observation) and focus the portfolio on those areas.
  - Consider using one artifact per indicator, and/or no more than four to five per domain.
  - In the end there should be enough evidence represented to facilitate a conversation regarding the educator's growth during the specified window.



# Portfolios of Practice: Other Important Points



- Educators should not be expected to travel to their school building to obtain evidence.
- Relevant evidence can be submitted by the supervisor.
- Educators should be provided an ample amount of time and support in competing this requirement.



# Post-Observation and Summative Conferences



- All provisional teachers and nontenured educators completing portfolios will require a post-observation conference and a summative conference.
- Regulations state that post-observation conferences and summative conferences for these classifications of educators must be conducted face-to-face.
- These conferences can be conducted via teleconferencing.
  - Although not recommended as a best practice under normal situations, this option is acceptable under current conditions.



# Other Key Items to Remember



- Prior to beginning these observations, consult local representation and those educators needing portfolios to discuss the New Jersey Department of Education's (NJDOE) recommendations and the procedures the district will be following.
- All practice instruments score evaluations differently and districts have local flexibility in the weighting and scoring.
  - Districts should consider the approach currently in place to ensure they will result in a fair and equitable score under the amended circumstances.



# Those Educators With No Evaluations



- Educators with no recorded observations due to a late year hire will not receive an evaluation score.
- Districts are encouraged to complete years for late year hires with one observation if the districts feels there is ample time prior to the school closure to complete a portfolio.



# End-of-Year Procedures for Staff



- The goal of the NJDOE has been to eliminate unnecessary burdens for all educators.
  - Summative conferences **are not required** for educators in good standing.
  - If a district wants to conduct summative conferences with tenured staff in good standing, rename it an end-of-year conference.
  - Little or no preparation demands of staff should be required for an end-of-year conference.
- Guidance regarding professional development plans will be forthcoming later this spring.



# How Will This Impact the Required Evaluation Reporting?



- All reporting will still occur in the Provisional Licensure Registration Management System (PLMRS), as well as the Evaluation Information System (EIS) for all educators.
- Revised guidance on reporting SY 2019-20 summative ratings to the EIS will be released later this spring.



# Additional Questions?

- Please contact us at [edueval@doe.nj.gov](mailto:edueval@doe.nj.gov), and we will do our very best to provide an answer in a timely manner.
- [Educator Evaluation During Extended School Closure as a Result of COVID-19](#)

